TWMS Interim Performance Management System Tool Closeout Steps

CNIC N135
HR Business Operations and Assessment Branch

IPMS on TWMS Notes

- **The tool can be accessed through TWMS Self Service for all IPMS Employees, Rating Officials, and Senior Rating Officials**
  - https://twms.nmci.navy.mil/selfservice/
- **After the final supervisory approval on a process phase is complete, employees usually need sign the appraisal to acknowledge receipt**
  - **Employee signature on any step does NOT constitute agreement and merely confirms employee has seen the plan/appraisal**
- **Copies of plans started on paper should continue to be retained**

Table of Contents

- Accessing Tool from TWMS Self Service
- Opening Plan for Closeout Rating Official Steps
- Closeout Self-Assessment Employee Steps
- Closeout RO Assessment Steps
- Closeout Senior Rating Official Steps
- Closeout Employee Acknowledgment Steps
- Final Disposition

ACCESSING IPMS TOOL FROM TWMS SELF-SERVICE

Unclassified

Total Workforce Management Services (MYTWMS-Self-Service) - Microsoft Internet Explorer provided by NMCI

https://twms.nmci.navy.mil/selfservice/online_Training/?tab=1

File Edit View Favorites Tools Help

Total Workforce Management Services (MYTWMS-Self...

Total Workforce Management Services (TWMS)

Employee Self-Service 2.0 //

Online Training Information

* For Official Use Only *
* Safeguard in accordance with the provisions of the Privacy Act *

Navigation:
- Logout
- General Information
- Assignment/Position Info
- Benefits/Leave Info
- Pay Info (MyPay)
- Training/Educ/Cert & Skills
- Personal/Recall Information
- Security Clearance Info
- SF50s/Work History
- IA Workforce Info
- Awards Info
- Acquisition Workforce Info
- Assigned Assets

Tools/Actions:
- Daily Muster
- Employee Locator
- OPNAV 5239/SAAR-N Form
- SF182 Training Request
- IPMS
- My IDP
- VSIP Survey
- Telework Request
- Uploaded Documents

Information:
- Contact Us/Help
- Correcting your Data
- Data Update Status
- User Guide
- Privacy Act Statement

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
	00052 / N136	00052 / N132	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
HUMAN RESOURCES SPEC	GS	0201		

REQUIRED TRAINING | AVAILABLE TRAINING

The following ot yet been completed.
To take a course ted, your training record will be updated.
To view what tr ease click on the Training/Educ/Certs & Skills button from the Navigation Men

To access the IPMS Tool click the "IPMS" Link on the left navigation in TWMS Self Service.

NOTE: If you do not see the link, verify you are listed as a either a GS employee with a BUS code of either 8888 or 7777 or a supervisor of non-bargaining unit GS employees. If you believe there is an error contact your local HR POC.

REQUIREMENTS

ID	REQUIREMENT	REQUIRED BY
481	• CNIC Civilian AT Annual requireme ...nly	Every 12 Months
2257	• Active Shooter Training SEC DEF MEMO DTD 18 AUG 2010 Subj: Final recommendations of the FT Hood Follow-on Review Snapshot: Directs Service, to address work place violence.	Every 12 Months
2790	• TRIM Context via the NMCI (Entry) DOR-TRIM-101-1.0 ELECTRONIC RECORDS MANAGEMENT IAW OPNAVINST 5210.20 NMCI USERS ONLY	03/31/2012
3121	• 2012 ANNUAL DOD PRIVACY (PII) TRAINING (CNIC) Annual DOD Personally Identifiable Information (DOD PII) Privacy Act training in accordance with DON CIO Message: R 181905Z DEC 08	09/30/2012

This page will automatically reload in 9 minutes and 34 seconds

Local intranet 100%

start | Inbox - Microsoft Ou... | Welcome to Tabbed ... | Welcome to Tabbed ... | Case Status - Messa... | Total Workforce Man... | RE: Testing - Messa... | 9:31

Closeout Notes

- **All critical element adjustments and closeout assessments MUST be initiated by the Rating Official**
- **To initiate a closeout the prior phase of the plan must have been completed**
  - **e.g., Plan status is "Plan Completed" or "Mid-Year Completed"**

CLOSEOUT
RATING OFFICIAL INITIATION STEPS

Unclassified

https://twms.nmci.navy.mil/IPMS/search.aspx - Microsoft Internet Explorer provided by NMCI

IPMS - Search

Search | Create New Plan

IPMS#	FY	Status	Closeout	Adjustment	
	2012	--ALL--	--ALL--	--ALL--	Search

Previous Next Page 1 of 1

Sort By: Last Name

(1) records found.

IPMS#	FY	Employee	SMC	UIC	ORG	Status
12	2012	SMITH, JOHN J	HQ	00052	N13	Mid-Year Completed

Double-click name to access plan

Plan status should show prior phase completed, e.g., "Plan Completed" or "Mid-Year Completed"

start 13:08

IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | View/Edit Plan

Plan Status: Mid-Year Completed

Save | Adjust | Closeout | Print

Plan status should reflect completion of prior process, e.g., "Plan Completed" or "Mid-Year Completed"

To start a closeout, RO must 'unlock' the plan by clicking "Closeout" button

PLAN INFORMATION

FISCAL YEAR	START DATE	END DATE
2012	10-Jan-2011	30-Sep-2012

EMPLOYEE NAME (Last, First, Middle Initial): SMITH | JOHN | J

EMPLOYEE ID: 9999999

POSITION TITLE: HUMAN RESOURCES SPEC

GRADE/STEP/SERIES: GS-09/01/0201

ORGANIZATION: 00052 CDR NAVY INSTALLATIONS COMMAND

ASSIGNED ORG CODE: N13

RATING OFFICIALS

RATING OFFICIAL: DOE, JANE
HUMAN RESOURCES SPEC
N13 — Select

SENIOR RATING OFFICIAL: MANN, HUGH
SUPV. HR SPEC
N13 — Select

POSITION DESCRIPTION CERTIFICATION (To be completed by Rating Official)

[X] I certify that the employee's position description (PD) is current and accurate

CRITICAL ELEMENT PERFORMANCE STANDARDS

A critical element performance standard is a general description of a level, requirement, or expectation of employee performance that must be met to be appraised at a particular level of performance. Performance standards are contained in Appendix C of the document Interim Performance Management System Covering Positions Transitioning to the General Schedule from NSPS and are defined by career stage - entry, journey, and expert. A single career stage will be used for all critical elements. The supervisory performance standard is used only for supervisory critical elements. Select the appropriate

Plan Sections

- Part I Main
- Part II Critical Elements & Objectives
- Part III Adjusted Elements
- Part IV Progress Review
- Part V Annual Assessments
- Part VI Close Out Assessments
- Part VII Ratings
- Part VIII Signatures
- Plan History

IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | View/Edit Plan

Plan Status: Mid-Year Completed

Save | Adjust | Closeout | Print

PLAN INFORMATION

FISCAL YEAR	START DATE	END DATE
2012	10-Jan-2011	30-Sep-2012

EMPLOYEE NAME (Last, First, Middle Initial)

EMPLOYEE ID

A message box will appear asking for type of closeout. If employee is leaving or changing jobs select "Employee Leaving". If Rating Officials is changing select "RO Leaving".
NOTE: Closeout type determines final plan status so choose carefully.

Initiate Closeout

Select a closeout type:

Employee Leaving

Submit

RATING OFFICIALS

RATING OFFICIAL

HUMAN RESOURCES SPEC
N13

After selecting appropriate choice select "Submit". To cancel, click the red "X" in the corner of the message box.

POSITION DESCRIPTION CERTIFICATION (To be completed by Rating Official)

☒ I certify that the employee's position description (PD) is current and accurate

CRITICAL ELEMENT PERFORMANCE STANDARDS

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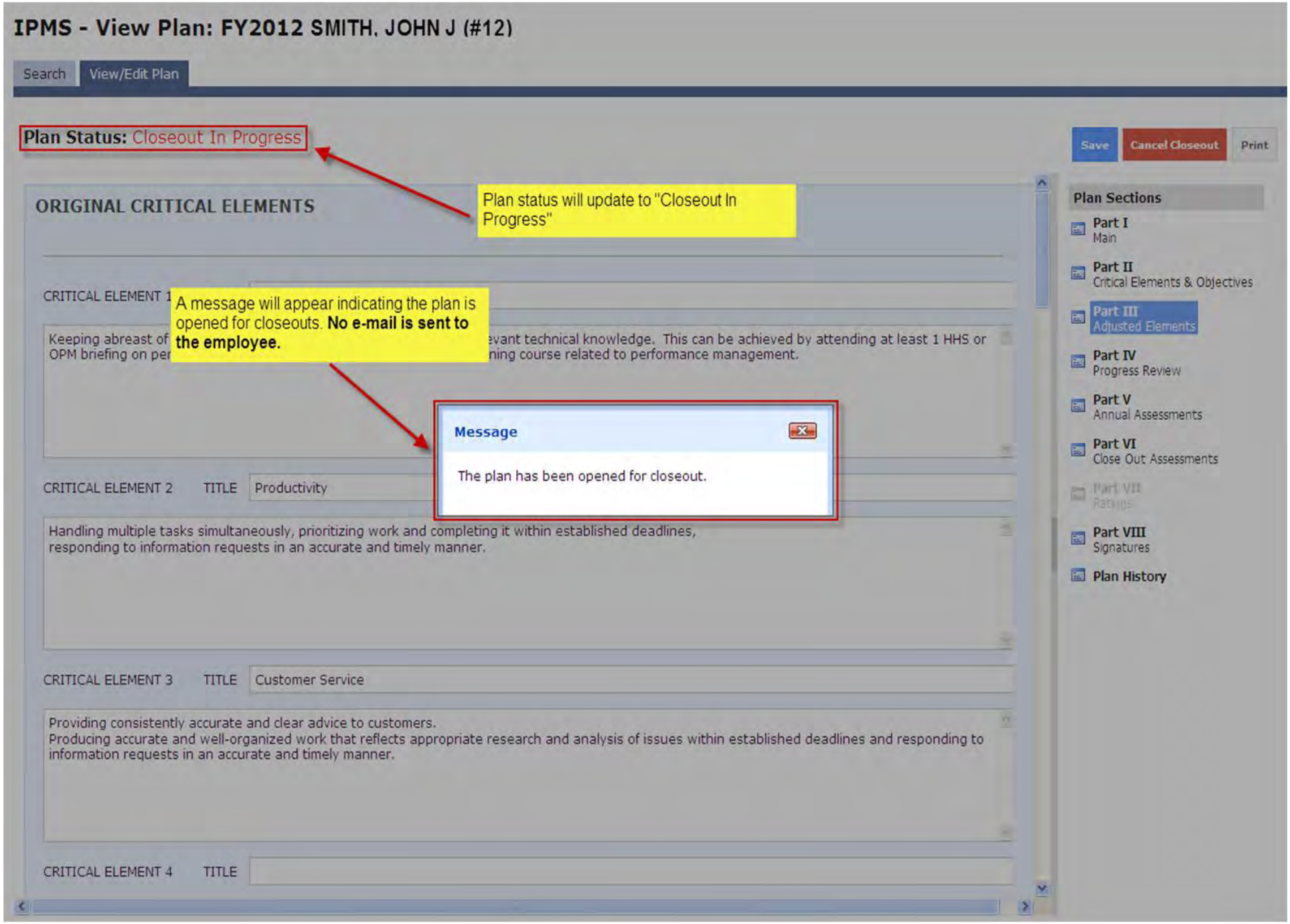
IPMS - View Plan: FY2012 SMITH, JOHN J (#12)
Search
View/Edit Plan
Plan Status: Closeout In Progress
Plan status will update to "Closeout In Progress"
Save
Cancel Closeout
Print
ORIGINAL CRITICAL ELEMENTS
CRITICAL ELEMENT 1
A message will appear indicating the plan is opened for closeouts. No e-mail is sent to the employee.
Keeping abreast of
OPM briefing on per
evant technical knowledge. This can be achieved by attending at least 1 HHS or
ning course related to performance management.
Message
The plan has been opened for closeout.
CRITICAL ELEMENT 2
TITLE
Productivity
Handling multiple tasks simultaneously, prioritizing work and completing it within established deadlines, responding to information requests in an accurate and timely manner.
CRITICAL ELEMENT 3
TITLE
Customer Service
Providing consistently accurate and clear advice to customers.
Producing accurate and well-organized work that reflects appropriate research and analysis of issues within established deadlines and responding to information requests in an accurate and timely manner.
CRITICAL ELEMENT 4
TITLE
Plan Sections
Part I
Main
Part II
Critical Elements & Objectives
Part III
Adjusted Elements
Part IV
Progress Review
Part V
Annual Assessments
Part VI
Close Out Assessments
Part VII
Ratings
Part VIII
Signatures
Plan History

CLOSEOUT
EMPLOYEE SELF-ASSESSMENT STEPS

Unclassified

https://twms.nmci.navy.mil/IPMS/search.aspx - Microsoft Internet Explorer provided by NMCI

IPMS - Search

Search | Create New Plan

IPMS#	FY	Status	Closeout	Adjustment	
	2012	--ALL--	--ALL--	--ALL--	Search

Previous Next Page 1 of 1

Double-click name to access plan

Plan status will reflect prior phase vice "Closeout In Progress"

Sort By: Last Name

(1) records found.

IPMS#	FY	Employee	SMC	UIC	ORG	Status
12	2012	SMITH, JOHN J	HQ	00052	N13	Mid-Year Completed

start 13:08

Unclassified

https://twms.nmci.navy.mil/IPMS/edit_main.aspx - Microsoft Internet Explorer provided by NMCI

Search | Create New Plan | View/Edit Plan

Plan Status: Closeout In Progress

Plan status will show "Closeout In Progress" and will not change during closeout process.

Save | Print

PLAN INFORMATION

FISCAL YEAR	START DATE	END DATE
2012	01-Oct-2011	30-Sep-2012

EMPLOYEE NAME (Last, First, Middle Initial): SMITH | JOHN | J

EMPLOYEE ID: 999999

POSITION TITLE: HUMAN RESOURCES SPEC

GRADE/STEP/SERIES:

ORGANIZATION: 00052 CDR NAVY INSTALLATIONS COMMAND

N13

To begin Closeout click "Part VI: Close Out Assessments"

Plan Sections

- Part I Main
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- Plan History

RATING OFFICIALS

RATING OFFICIAL: JANE DOE, HUMAN RESOURCES SPEC, N13

SENIOR RATING OFFICIAL: HUGH MANN, SUPV. HR SPEC, N13 — Select

POSITION DESCRIPTION CERTIFICATION (To be completed by Rating Official)

[X] I certify that the employee's position description (PD) is current and accurate

CRITICAL ELEMENT PERFORMANCE STANDARDS

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Selected Level: (•) Entry ( ) Journey ( ) Expert **Supervisory:** ( ) Yes (•) No

start | Inbox... | Welc... | Welc... | Welco... | LER ... | PROJ... | RE: T... | Total ... | Docu... | https:... | LER C... | 11:32

IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | View/Edit Plan

Go to the first unused closeout space (you may need to scroll down the page). There is room in the plan for 3 closeouts.

Plan Status: Closeout In Progress

Submit To Supervisor | Save | Print

CLOSE OUT ASSESSMENT 1

Input closeout self assessments in the space provided for each used objective.

CRITICAL ELEMENT 1 TITLE

EMPLOYEE SELF-ASSESSMENT

Have remained on target to meet objective. Despite imminent departure, have developed materials to ensure smooth transition of my functions in this area to new employee. including user guides, FAQs, canned e-mail responses, and policy guides.

RATING OFFICIAL ASSESSMENT

Plan Sections

- **Part I** Main
- **Part II** Critical Elements & Objectives
- **Part III** Adjusted Elements
- **Part IV** Progress Review
- **Part V** Annual Assessments
- **Part VI** Close Out Assessments
- **Part VII** Ratings
- **Part VIII** Signatures
- **Plan History**

IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | View/Edit Plan

When done writing self assessments click either "Save" to return later and continue working or "Submit to Supervisor" to send to your RO for their assessment.

Submit To Supervisor | Save | Print

Plan Status: Closeout In Progress

CLOSE OUT ASSESSMENT 1

CRITICAL ELEMENT 1 TITLE Performance Management

EMPLOYEE SELF-ASSESSMENT

Have remained on target to meet objective. Despite imminent departure, have developed materials to ensure smooth transition of my functions in this area to new employee. including user guides, FAQs, canned e-mail responses, and policy guides.

RATING OFFICIAL ASSESSMENT

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Unclassified

https://twms.nmci.navy.mil/IPMS/edit_main.aspx Microsoft Internet Explorer provided by NMCI

IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | Create New Plan | View/Edit Plan

Plan Status: Closeout In Progress

Plan status will remain "Closeout In Progress" throughout adjustment process.

Save | Print

SIGNATURES

When you click, "Submit to Supervisor" you will get a pop-up confirmation that an e-mail was sent to your RO notifying them that the closeout was sent to them.

	PER		
MEANS OF DELIVERY:	Face-to-Face	Face-to-Face	Face-to-Face
RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
RATING OFFICAL SIGNATURE:			
RATING OFFICAL SIGNATURE DATE:			
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
SENIOR RATING OFFICAL SIGNATURE:			
SENIOR RATING OFFICAL SIGNATURE DATE:			

Message

An email was sent to JANE DOE

Employee Signature Implies Acknowledgement And Does Not Constitute Agreement With Content

EMPLOYEE SIGNATURE:			
EMPLOYEE SIGNATURE DATE:			

	CLOSE OUT ASSESSMENT 1	CLOSE OUT ASSESSMENT 2	CLOSE OUT ASSESSMENT 3	ADJUSTED ELEMENTS 1	ADJUSTED ELEMENTS 2	ADJUSTED ELEMENTS 3
MEANS OF DELIVERY:	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face

Plan Sections

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start | 13:08

CLOSEOUT
RATING OFFICIAL ASSESSMENT STEPS

Unclassified

https://twms.nmci.navy.mil/IPMS/search.aspx - Microsoft Internet Explorer provided by NMCI

IPMS - Search

Search | Create New Plan

IPMS#	FY	Status	Closeout	Adjustment	
	2012	--ALL--	--ALL--	--ALL--	Search

Previous Next Page 1 of 1

Sort By: Last Name

(1) records found.

IPMS#	FY	Employee	SMC	UIC	ORG	Status
12	2012	SMITH, JOHN J	HQ	00052	N13	Mid-Year Completed

Double-click name to access plan

Plan status will reflect prior phase vice "Closeout In Progress"

start 13:08

Unclassified

https://twms.nmci.navy.mil/IPMS/edit_main.aspx - Microsoft Internet Explorer provided by NMCI

Search | Create New Plan | View/Edit Plan

Plan Status: Closeout In Progress

Plan status will show "Closeout In Progress" and will not change during closeout process.

Save | Cancel Closeout | Email | Print

The Rating Official may cancel the closeout if necessary at any time by clicking "Cancel Closeout"

PLAN INFORMATION

FISCAL YEAR	START DATE	END DATE
2012	01-Oct-2011	30-Sep-2012

EMPLOYEE NAME (Last, First, Middle Initial): SMITH | JOHN | J

EMPLOYEE ID: 999999

POSITION TITLE: HUMAN RESOURCES SPEC

GRADE/STEP/SERIES:

ORGANIZATION: 00052 CDR NAVY INSTALLATIONS COMMAND

N13

To begin Closeout click "Part VI: Close Out Assessments"

RATING OFFICIALS

RATING OFFICIAL: JANE DOE, HUMAN RESOURCES SPEC, N13

SENIOR RATING OFFICIAL: HUGH MANN, SUPV. HR SPEC, N13 — Select

POSITION DESCRIPTION CERTIFICATION (To be completed by Rating Official)

[x] I certify that the employee's position description (PD) is current and accurate

CRITICAL ELEMENT PERFORMANCE STANDARDS

A critical element performance standard is a general description of a level, requirement, or expectation of employee performance that must be met to be appraised at a particular level of performance. Performance standards are contained in Appendix C of the document Interim Performance Management System Covering Positions Transitioning to the General Schedule from NSPS and are defined by career stage - entry, journey, and expert. A single career stage will be used for all critical elements. The supervisory performance standard is used only for supervisory critical elements. Select the appropriate career stage below. Entry Journey

Selected Level: (•) Entry ( ) Journey ( ) Expert **Supervisory:** ( ) Yes (•) No

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- Plan History

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IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | View/Edit Plan

Go to the first unused closeout space (you may need to scroll down the page). There is room in the plan for 3 closeouts.

Plan Status: Closeout In Progress

Save | Cancel Closeout | Email | Print

CLOSE OUT ASSESSMENT 1

CRITICAL ELEMENT 1 TITLE Performance Management

EMPLOYEE SELF-ASSESSMENT

Have remained on target to meet objective. Despite imminent departure, have developed materials to ensure smooth transition of my functions in this area to new employee. including user guides, FAQs, canned e-mail responses, and policy guides.

Input closeout self assessments in the space provided for each used critical element.

RATING OFFICIAL ASSESSMENT

Conucr with employee self-assessment. Employee is on target to meet critical elements by end of year despite significant external challenges which have threatened to stall progress. Employee has adapted, redoubled their efforts on critical element all while improving customer service. Anticipate completion of

Plan Sections

- **Part I** Main
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- **Part V** Annual Assessments
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- **Part VIII** Signatures
- **Plan History**

IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | View/Edit Plan

Plan Status: Closeout In Progress

Save | Cancel Closeout | Email | Print

CLOSE OUT ASSESSMENT 1

CRITICAL ELEMENT 1 TITLE Performance Management

EMPLOYEE SELF-ASSESSMENT

Have remained on target to meet objective. Despite imminent departure, have developed materials to ensure smooth transition of my function[illegible]es, FAQs, canned e-mail responses, and policy gu[illegible]

When done click "Part VIII: Signatures" to send to SRO for Review. You may also click "Save" if you wish to return and work on it again later.

RATING OFFICIAL ASSESSMENT

Conucr with employee self-assessment. Employee is on target to meet critical elements by end of year despite significant external challenges which have threatened to stall progress. Employee has adapted, redoubled their efforts on critical element all while improving customer service. Anticipate completion of

Plan Sections

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- **Plan History**

IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | View/Edit Plan

Plan Status: Closeout In Progress

Save | Cancel Closeout | Email | Print

When ready click the red flag on the applicable closeout (only one should be available) to sign the closeout assessment.

	CLOSE OUT ASSESSMENT 1	CL ASSESSMENT 2	ASSESSMENT 3	ELEMENTS 1	ELEMENTS 2	ADJUSTED ELEMENTS 3
MEANS OF DELIVERY:	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face
RATING OFFICIAL NAME, TITLE, ORGANIZATION:						
RATING OFFICAL SIGNATURE:						
RATING OFFICAL SIGNATURE DATE:						
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:						

Plan Sections

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WDANND006960 Unclassified

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IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | Create New Plan | View/Edit Plan

Plan Status: Closeout In Progress

Save | Print

DATE:

SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:

SENIOR RATING OFFICAL SIGNATURE: C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=

SENIOR RATING OFFICAL SIGNATURE DATE:

Employee Signature Implies A

EMPLOYEE SIGNATURE:

EMPLOYEE SIGNATURE DATE:

PART C - COMMAND USE

Sign Document

Sign As:

DOE.JANE
C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=USN, CN=
2012.04.02 13:04:08 -07:00

Verify "Sign As:" data and click "Sign" to submit for SRO Approval

Sign | Cancel

Plan Sections

- Part I Main
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Unclassified

https://twms.nmci.navy.mil/IPMS/edit_main.aspx Microsoft Internet Explorer provided by NMCI

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Search | Create New Plan | View/Edit Plan

Plan Status: Closeout In Progress

Plan status will remain "Closeout In Progress" throughout adjustment process.

Save | Print

SIGNATURES

You will get a pop-up confirmation that an e-mail was sent to your SRO notifying them that the closeout was sent to them.

	PERI		
MEANS OF DELIVERY:	Face-to-Face	Face-to-Face	Face-to-Face
RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
RATING OFFICAL SIGNATURE:			
RATING OFFICAL SIGNATURE DATE:			
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
SENIOR RATING OFFICAL SIGNATURE:			
SENIOR RATING OFFICAL SIGNATURE DATE:			

Message

An email was sent to Mann, Hugh

Employee Signature Implies Acknowledgement And Does Not Constitute Agreement With Content

EMPLOYEE SIGNATURE:			
EMPLOYEE SIGNATURE DATE:			

	CLOSE OUT ASSESSMENT 1	CLOSE OUT ASSESSMENT 2	CLOSE OUT ASSESSMENT 3	ADJUSTED ELEMENTS 1	ADJUSTED ELEMENTS 2	ADJUSTED ELEMENTS 3
MEANS OF DELIVERY:	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face

Plan Sections

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CLOSEOUT
SENIOR RATING OFFICIAL
APPROVAL STEPS

Unclassified

https://twms.nmci.navy.mil/IPMS/search.aspx - Microsoft Internet Explorer provided by NMCI

IPMS - Search

Search | Create New Plan

IPMS#	FY	Status	Closeout	Adjustment	
	2012	--ALL--	--ALL--	--ALL--	Search

Previous Next Page 1 of 1

Double-click name to access plan

Plan status will reflect prior phase vice "Closeout In Progress"

Sort By: Last Name

(1) records found.

IPMS#	FY	Employee	SMC	UIC	ORG	Status
12	2012	SMITH, JOHN J	HQ	00052	N13	Mid-Year Completed

start 13:08

Unclassified

https://twms.nmci.navy.mil/IPMS/edit_main.aspx - Microsoft Internet Explorer provided by NMCI

Search | Create New Plan | View/Edit Plan

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Return | Save | Email | Print

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EMPLOYEE ID: 999999

POSITION TITLE: HUMAN RESOURCES SPEC

GRADE/STEP/SERIES:

ORGANIZATION: 00052 CDR NAVY INSTALLATIONS COMMAND

N13

To review Closeout click "Part VI: Close Out Assessments"

RATING OFFICIALS

RATING OFFICIAL: JANE DOE, HUMAN RESOURCES SPEC, N13

SENIOR RATING OFFICIAL: HUGH MANN, SUPV. HR SPEC, N13 — Select

POSITION DESCRIPTION CERTIFICATION (To be completed by Rating Official)

[X] I certify that the employee's position description (PD) is current and accurate

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Selected Level: (•) Entry ( ) Journey ( ) Expert

Supervisory: ( ) Yes (•) No

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- Plan History

start | Inbox... | Welc... | Welc... | Welco... | LER ... | PROJ... | RE: T... | Total ... | Docu... | https:... | LER C... | 11:32

IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | View/Edit Plan

Go to the applicable closeout space (you may need to scroll down the page). There is room in the plan for 3 closeouts.

Plan Status: Closeout In Progress

Return | Save | Email | Print

CLOSE OUT ASSESSMENT 1

CRITICAL ELEMENT 1 TITLE Performance Management

EMPLOYEE SELF-ASSESSMENT

Have remained on target to meet objective. Despite imminent departure, have developed materials to ensure smooth transition of my functions in this area to new employee. including user guides, FAQs, canned e-mail responses, and policy guides.

RATING OFFICIAL ASSESSMENT

Plan Sections

- **Part I** Main
- **Part II** Critical Elements & Objectives
- **Part III** Adjusted Elements
- **Part IV** Progress Review
- **Part V** Annual Assessments
- **Part VI** Close Out Assessments
- **Part VII** Ratings
- **Part VIII** Signatures
- **Plan History**

IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | View/Edit Plan

Plan Status: Closeout In Progress

Return | Save | Email | Print

CLOSE OUT ASSESSMENT 1

CRITICAL ELEMENT 1 TITLE Performance Management

EMPLOYEE SELF-ASSESSMENT

Have remained on target to meet objective. Despite imminent departure, have developed materials to ensure smooth transition of my functions in this area to new employee. including user guides, FAQs, canned e-mail responses, and policy guides.

Review the employee self assessments and RO assessments. When ready click either "Return: to send back to the RO for changes or click "Part VIII: Signatures" to sign off.

RATING OFFICIAL ASSESSMENT

Plan Sections

- **Part I** Main
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- **Part VIII** Signatures
- **Plan History**

IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Exit

Search | View/Edit Plan

Plan Status: Closeout In Progress

Return | Save | Email | Print

MEANS OF DELIVERY:	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face
RATING OFFICIAL NAME, TITLE, ORGANIZATION:				
RATING OFFICAL SIGNATURE:	C=US, O=U.S. Government, C OU=USN			
RATING OFFICAL SIGNATURE DATE:	11-May-2012			
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:				
SENIOR RATING OFFICAL SIGNATURE:				

When ready click the red flag on the applicable closeout (only one should be available) to sign the closeout assessment. Or the SRO may return the closeout to the RO for changes by clicking "Return".

Plan Sections

- Part I Main
- Part II Critical Elements & Objectives
- Part III Adjusted Elements
- Part IV Progress Review
- Part V Annual Assessments
- Part VI Close Out Assessments
- Part VII Ratings
- Part VIII Signatures
- Plan History

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IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | Create New Plan | View/Edit Plan

Plan Status: Closeout In Progress

Save | Print

DATE:

SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:

SENIOR RATING OFFICAL SIGNATURE: C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=

SENIOR RATING OFFICAL SIGNATURE DATE:

Employee Signature Implies A

EMPLOYEE SIGNATURE:

EMPLOYEE SIGNATURE DATE:

PART C - COMMAND USE

Sign Document

Sign As:

MANN.HUGH
C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=USN,
CN=
2012.04.02 13:04:08 -07:00

Verify "Sign As:" data and click "Sign" to approve the closeout.

Sign | Cancel

Plan Sections

- Part I Main
- Part II Critical Elements & Objectives
- Part III Adjusted Elements
- Part IV Progress Review
- Part V Annual Assessments
- Part VI Close Out Assessments
- Part VII Ratings
- Part VIII Signatures
- Plan History

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Unclassified

https://twms.nmci.navy.mil/IPMS/edit_main.aspx Microsoft Internet Explorer provided by NMCI

IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | Create New Plan | View/Edit Plan

Plan Status: Closeout In Progress

Plan status will remain "Closeout In Progress" throughout adjustment process.

Save | Print

SIGNATURES

You will get a pop-up confirmation that an e-mail was sent to the employee that the closeout was approved.

	PER		
MEANS OF DELIVERY:	Face-to-Face	Face-to-Face	Face-to-Face
RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
RATING OFFICAL SIGNATURE:			
RATING OFFICAL SIGNATURE DATE:			
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
SENIOR RATING OFFICAL SIGNATURE:			
SENIOR RATING OFFICAL SIGNATURE DATE:			

Message

An email was sent to SMITH, JOHN

Employee Signature Implies Acknowledgement And Does Not Constitute Agreement With Content

EMPLOYEE SIGNATURE:			
EMPLOYEE SIGNATURE DATE:			

	CLOSE OUT ASSESSMENT 1	CLOSE OUT ASSESSMENT 2	CLOSE OUT ASSESSMENT 3	ADJUSTED ELEMENTS 1	ADJUSTED ELEMENTS 2	ADJUSTED ELEMENTS 3
MEANS OF DELIVERY:	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face

Plan Sections

- Part I Main
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- Part III Adjusted Elements
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- Part VI Close Out Assessments
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start | In... | G... | C... | F... | R... | L... | (3... | Mi... | T... | ht... | R... | D... | sc... | Fl... | 13:08

CLOSEOUT
EMPLOYEE ACKNOWLEDGMENT STEPS

Employee Acknowledgement

- ***Employees must sign the closeout to acknowledge that they have seen the closeout and are aware of its contents***
- ***<u>SIGNATURE CERTIFIES ACKNOWLEDGEMENT ONLY AND DOES NOT IMPLY AGREEMENT WITH THE CONTENT OF THE CLOSEOUT</u>***

Unclassified

https://twms.nmci.navy.mil/IPMS/search.aspx - Microsoft Internet Explorer provided by NMCI

IPMS - Search

Search | Create New Plan

IPMS#	FY	Status	Closeout	Adjustment	
	2012	--ALL--	--ALL--	--ALL--	Search

Previous Next Page 1 of 1

Double-click name to access plan

Plan status will reflect prior phase vice "Closeout In Progress"

Sort By: Last Name

(1) records found.

IPMS#	FY	Employee	SMC	UIC	ORG	Status
12	2012	SMITH, JOHN J	HQ	00052	N13	Mid-Year Completed

start 13:08

Unclassified

https://twms.nmci.navy.mil/IPMS/edit_main.aspx - Microsoft Internet Explorer provided by NMCI

Search | Create New Plan | View/Edit Plan

Plan Status: Closeout In Progress

Plan status will show "Closeout In Progress" and will not change during closeout process.

Return | Save | Email | Print

PLAN INFORMATION

FISCAL YEAR	START DATE	END DATE
2012	01-Oct-2011	30-Sep-2012

EMPLOYEE NAME (Last, First, Middle Initial): SMITH | JOHN | J

EMPLOYEE ID: 999999

POSITION TITLE: HUMAN RESOURCES SPEC

GRADE/STEP/SERIES:

ORGANIZATION: 00052 CDR NAVY INSTALLATIONS COMMAND

N13

To review Closeout click "Part VI: Close Out Assessments"

RATING OFFICIALS

RATING OFFICIAL: JANE DOE, HUMAN RESOURCES SPEC, N13

SENIOR RATING OFFICIAL: HUGH MANN, SUPV. HR SPEC, N13 — Select

POSITION DESCRIPTION CERTIFICATION (To be completed by Rating Official)

[X] I certify that the employee's position description (PD) is current and accurate

CRITICAL ELEMENT PERFORMANCE STANDARDS

A critical element performance standard is a general description of a level, requirement, or expectation of employee performance that must be met to be appraised at a particular level of performance. Performance standards are contained in Appendix C of the document Interim Performance Management System Covering Positions Transitioning to the General Schedule from NSPS and are defined by career stage - entry, journey, and expert. A single career stage will be used for all critical elements. The supervisory performance standard is used only for supervisory critical elements. Select the appropriate career stage below. Entry Journey

Selected Level: (•) Entry ( ) Journey ( ) Expert **Supervisory:** ( ) Yes (•) No

Plan Sections

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IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | View/Edit Plan

Go to the applicable closeout space (you may need to scroll down the page). There is room in the plan for 3 closeouts.

Plan Status: Closeout In Progress

Return | Save | Email | Print

CLOSE OUT ASSESSMENT 1

CRITICAL ELEMENT 1 TITLE Performance Management

EMPLOYEE SELF-ASSESSMENT

Have remained on target to meet objective. Despite imminent departure, have developed materials to ensure smooth transition of my functions in this area to new employee. including user guides, FAQs, canned e-mail responses, and policy guides.

RATING OFFICIAL ASSESSMENT

Plan Sections

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IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | View/Edit Plan

Plan Status: Closeout In Progress

Save | Print

CLOSE OUT ASSESSMENT 1

CRITICAL ELEMENT 1 TITLE Performance Management

EMPLOYEE SELF-ASSESSMENT

Have remained on target to meet objective. Despite imminent departure, have developed materials to ensure smooth transition of my functions in this area to new employee. including user guides, FAQs, canned e-mail responses, and policy guides.

Review the assessment. When ready click "Part VIII: Signatures" to acknowledge.

RATING OFFICIAL ASSESSMENT

Conucr with employee self-assessment. Employee is on target to meet critical elements by end of year despite significant external challenges which have threatened to stall progress. Employee has adapted, redoubled their efforts on critical element all while improving customer service. Anticipate completion of

Plan Sections

- **Part I** Main
- **Part II** Critical Elements & Objectives
- **Part III** Adjusted Elements
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- **Part VII** Ratings
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- **Plan History**

IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Exit

Search | View/Edit Plan

Plan Status: Closeout In Progress

Save | Email | Print

When ready click the red flag on the applicable closeout (only one should be available) to sign the closeout assessment. **Signature acknowledges receipt of the closeout and does not constitute agreement with its contents.**

SIGNATURE DATE:	7 Jun 2012
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:	
SENIOR RATING OFFICAL SIGNATURE:	C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=USN, CN= 1 17:06:39 -07:00
SENIOR RATING OFFICAL SIGNATURE DATE:	11-Jun-2012

Employee Signature Implies Acknowledgement And Does Not Constitute Agreeme

EMPLOYEE SIGNATURE:	
EMPLOYEE SIGNATURE DATE:	

- Part I Main
- Part II Critical Elements & Objectives
- Part III Adjusted Elements
- Part IV Progress Review
- Part V Annual Assessments
- Part VI Close Out Assessments
- Part VII Ratings
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- Plan History

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IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | Create New Plan | View/Edit Plan

Plan Status: Closeout In Progress

Save | Print

DATE:

SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:

SENIOR RATING OFFICAL SIGNATURE: C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=

SENIOR RATING OFFICAL SIGNATURE DATE:

Employee Signature Implies A

EMPLOYEE SIGNATURE:

EMPLOYEE SIGNATURE DATE:

PART C - COMMAND USE

Sign Document

Sign As:

SMITH.JOHN
C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=USN, CN=
2012.04.02 13:04:08 -07:00

Verify "Sign As:" data and click "Sign" to acknowledge the closeout.

Sign | Cancel

Plan Sections

- Part I Main
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WDANND006960 Unclassified

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IPMS - View Plan: FY2012 SMITH, JOHN J (#12)

Search | Create New Plan | View/Edit Plan

Plan Status: Mid-Year Completed

If closeout was result of employee departure, plan status will be set to "Annual Completed". If closeout was because RO is leaving/changing then plan status will return to what it was before closeout was initiated.

Save | Print

SIGNATURES

A message will pop up indicating an e-mail has been sent to the RO

	PERFORMANCE	PROGRESS REVIEW	ANNUAL ASSESSMENT
MEANS OF DELIVERY:		Face-to-Face	Face-to-Face
RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
RATING OFFICAL SIGNATURE:			
RATING OFFICAL SIGNATURE DATE:	30-Mar-2012		
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
SENIOR RATING OFFICAL SIGNATURE:			
SENIOR RATING OFFICAL SIGNATURE DATE:	30-Mar-2012		
Employee Signature Implies Acknowledgement And Does Not Constitute Agreement With Content			
EMPLOYEE SIGNATURE:			
EMPLOYEE SIGNATURE DATE:	30-Mar-2012	2-Apr-2012	

Message

The plan has been signed and an email was sent to JANE DOE

Plan Sections

- Part I Main
- Part II Critical Elements & Objectives
- Part III Adjusted Elements
- Part IV Progress Review
- Part V Annual Assessments
- Part VI Close Out Assessments
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- Plan History

start | Inbox ... | Welco... | Total ... | screen... | FW: H... | Worklo... | Micros... | Micros... | https:/... | Docum... | 16:17

Final Disposition

- ***Employee, Rating Official, and Senior Rating Official should all "Print" a copy of the closeout appraisal for their records***
- ***If Closeout was result of Supervisor Departure/Change***
  - ***Employee or New Supervisor should contact local HRO***
    - ***Hierarchy needs to be updated***
    - ***Plan should be transferred to new Rating Official***
- ***If closeout was result of Employee Departure/Position Change***
  - ***Contact local HRO to ensure a copy of the closeout is transferred to the Official Personnel Folder (OPF)***
  - ***If change is internal to CNIC contact HRO to have old plan cleared from system before you start your new plan***

QUESTIONS?

If you need assistance please contact your local HRO