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**

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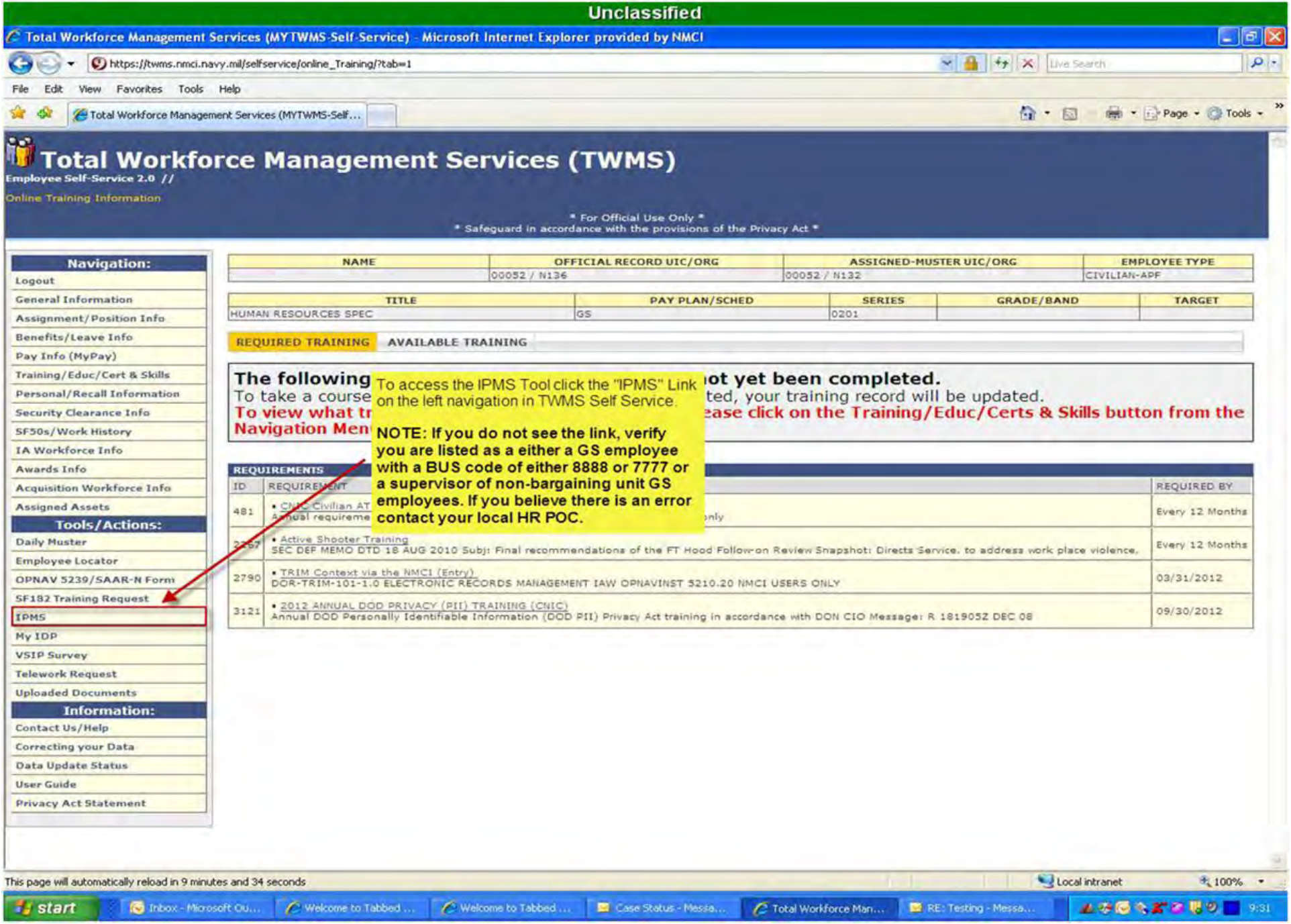
- Opening Plan for Closeout Rating Official Steps
- Closeout Self-Assessment Employee Steps
- Closeout RO Assessment Steps
- Closeout Senior Rating Official Steps
- Closeout Employee Acknowledgment Steps
- Final Disposition

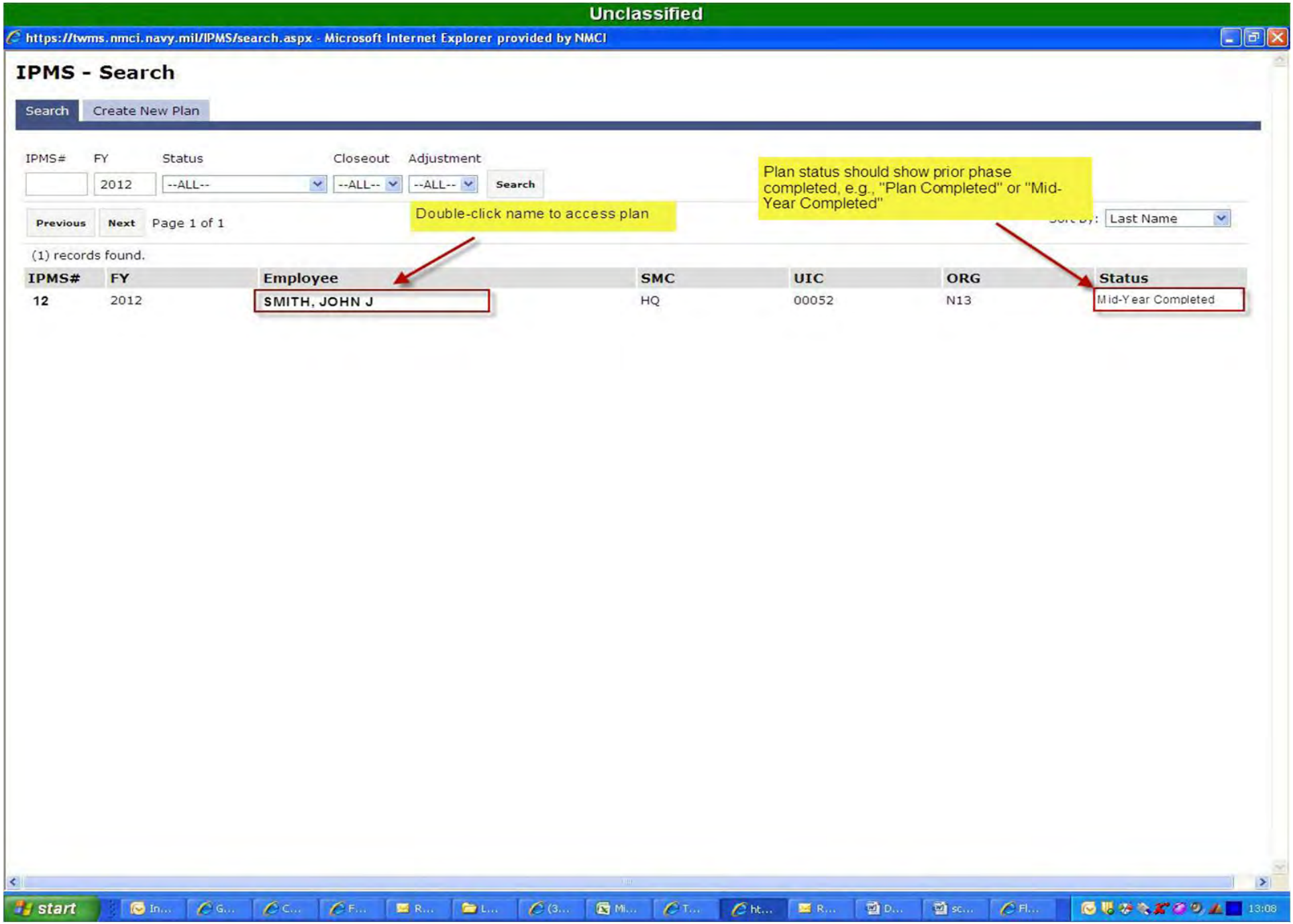
ACCESSING IPMS TOOL FROM TWMS SELF-SERVICE

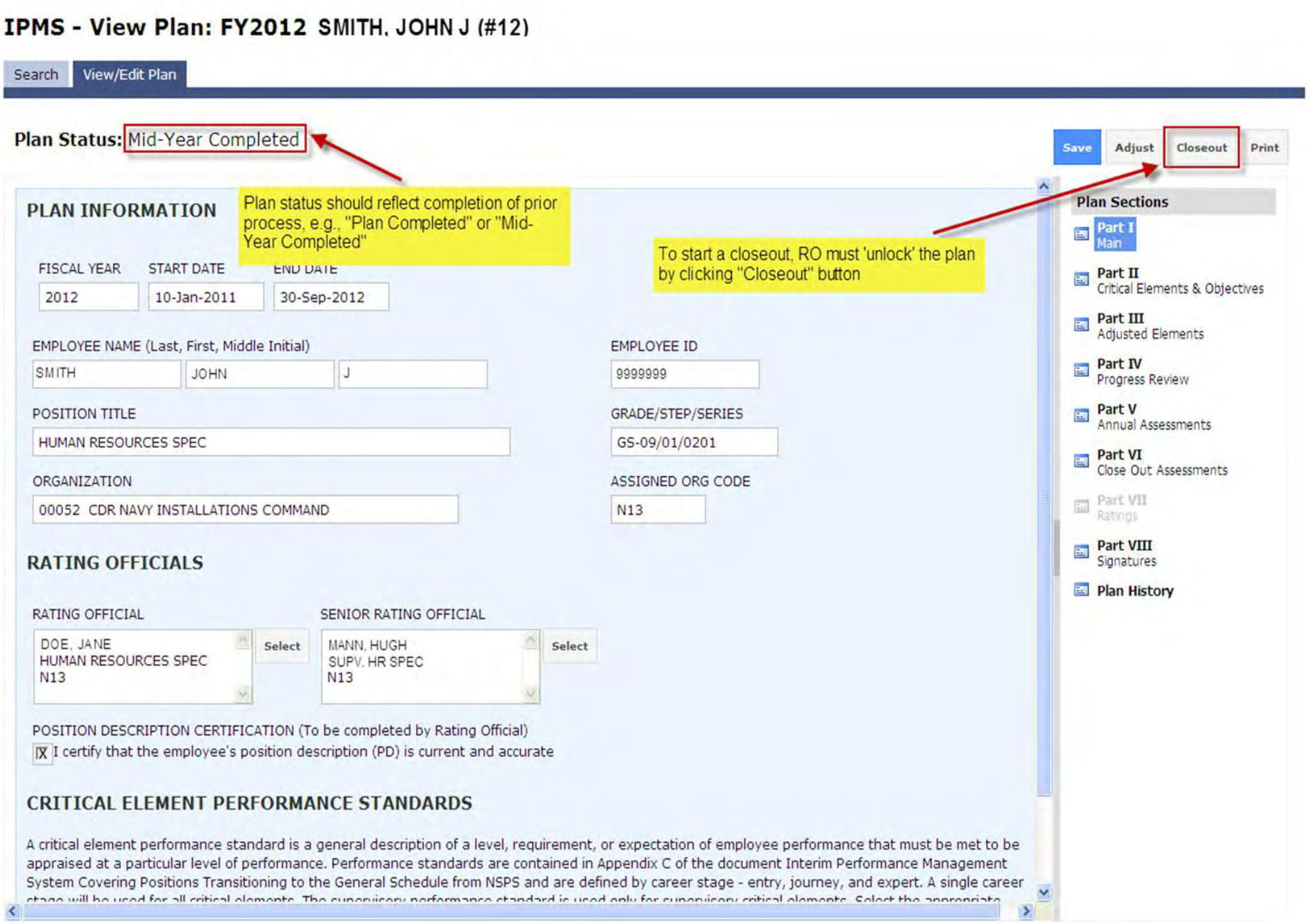

Unclassified
Total Workforce Management Services (MYTWMS-Self-Service) - Microsoft Internet Explorer provided by NMCI
https://twms.nmci.navy.mil/selfservice/online_Training/?tab=1
File Edit View Favorites Tools Help
Total Workforce Management Services (MYTWMS-Self...
Page Tools
Total Workforce Management 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
Every 12 Months
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

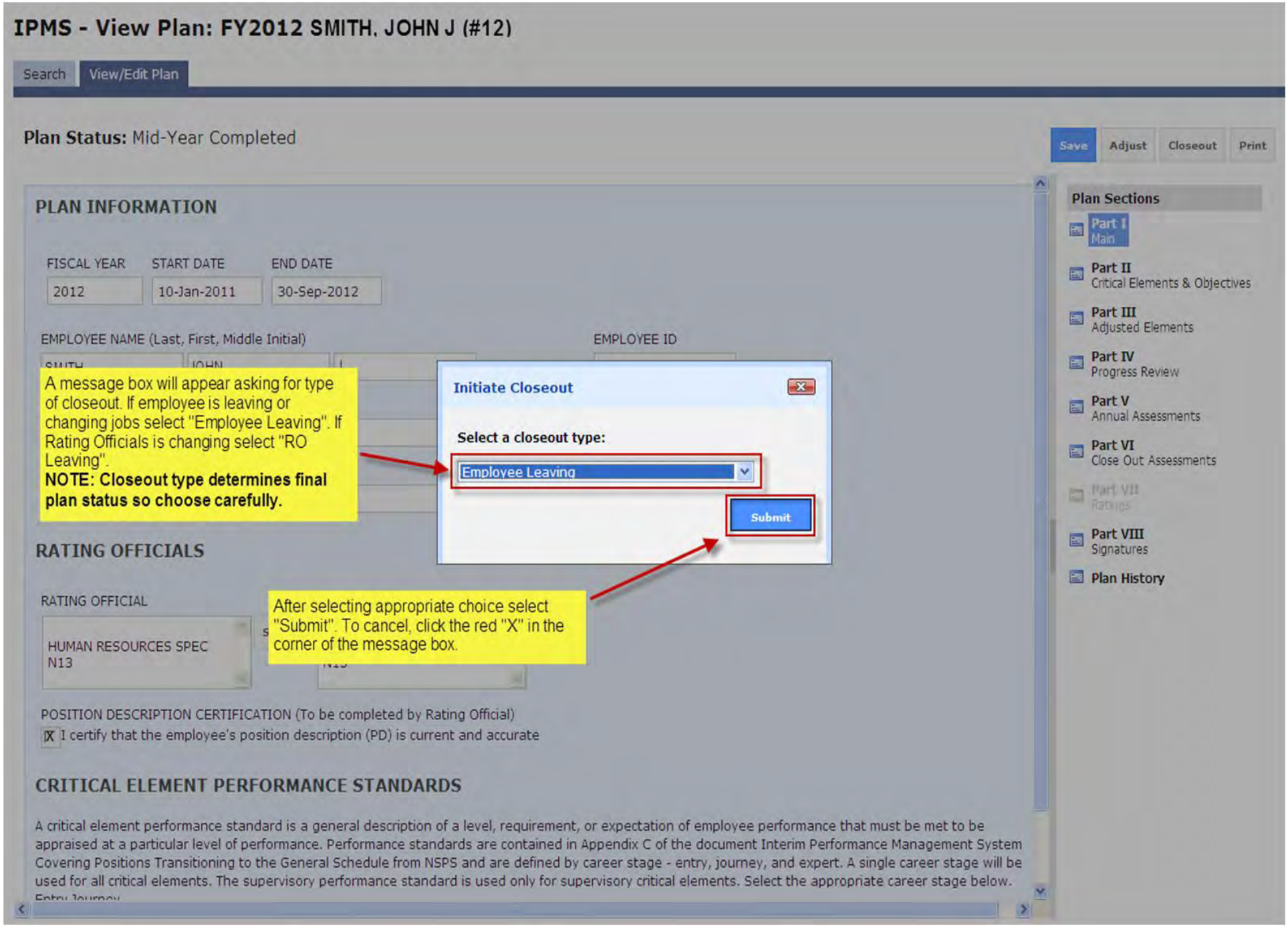
Closeout Notes

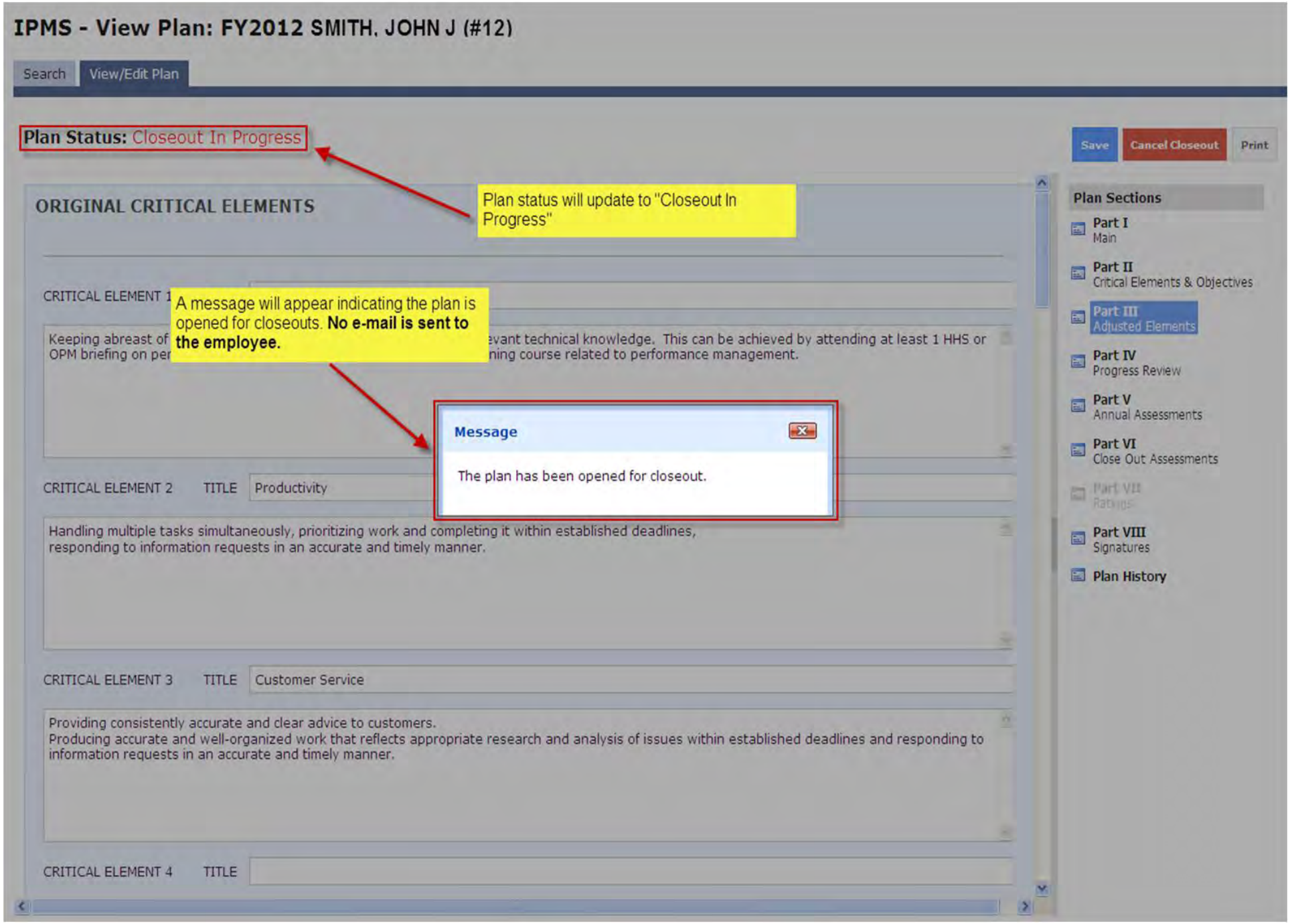
- **All critical element adjustments and closeout assessments MUST be initiated by the Rating Official**
- **To initiate a closeout the prior phase of the plan must have been completed**
  - **e.g., Plan status is "Plan Completed" or "Mid-Year Completed"**

CLOSEOUT
RATING OFFICIAL INITIATION STEPS

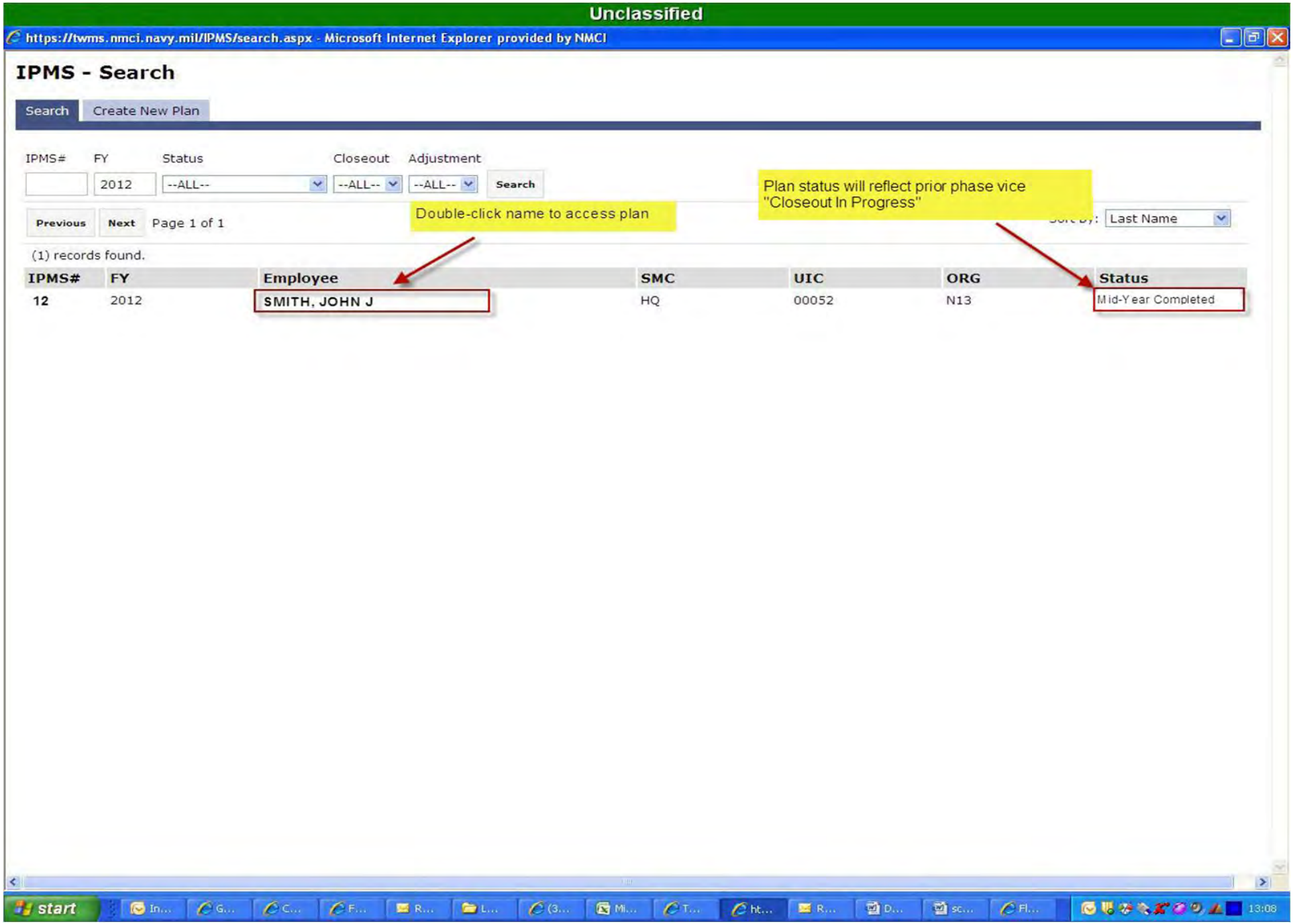

Unclassified
https://twms.nmci.navy.mil/IPMS/search.aspx - Microsoft Internet Explorer provided by NMCI
IPMS - Search
Search
Create New Plan
IPMS#
FY
Status
Closeout
Adjustment
2012
--ALL--
--ALL--
--ALL--
Search
Double-click name to access plan
Plan status should show prior phase completed, e.g., "Plan Completed" or "Mid-Year Completed"
Previous
Next
Page 1 of 1
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


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)
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
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
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.
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
Save
Cancel Closeout
Print
Plan status will update to "Closeout In Progress"
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
evant technical knowledge. This can be achieved by attending at least 1 HHS or
OPM briefing on per
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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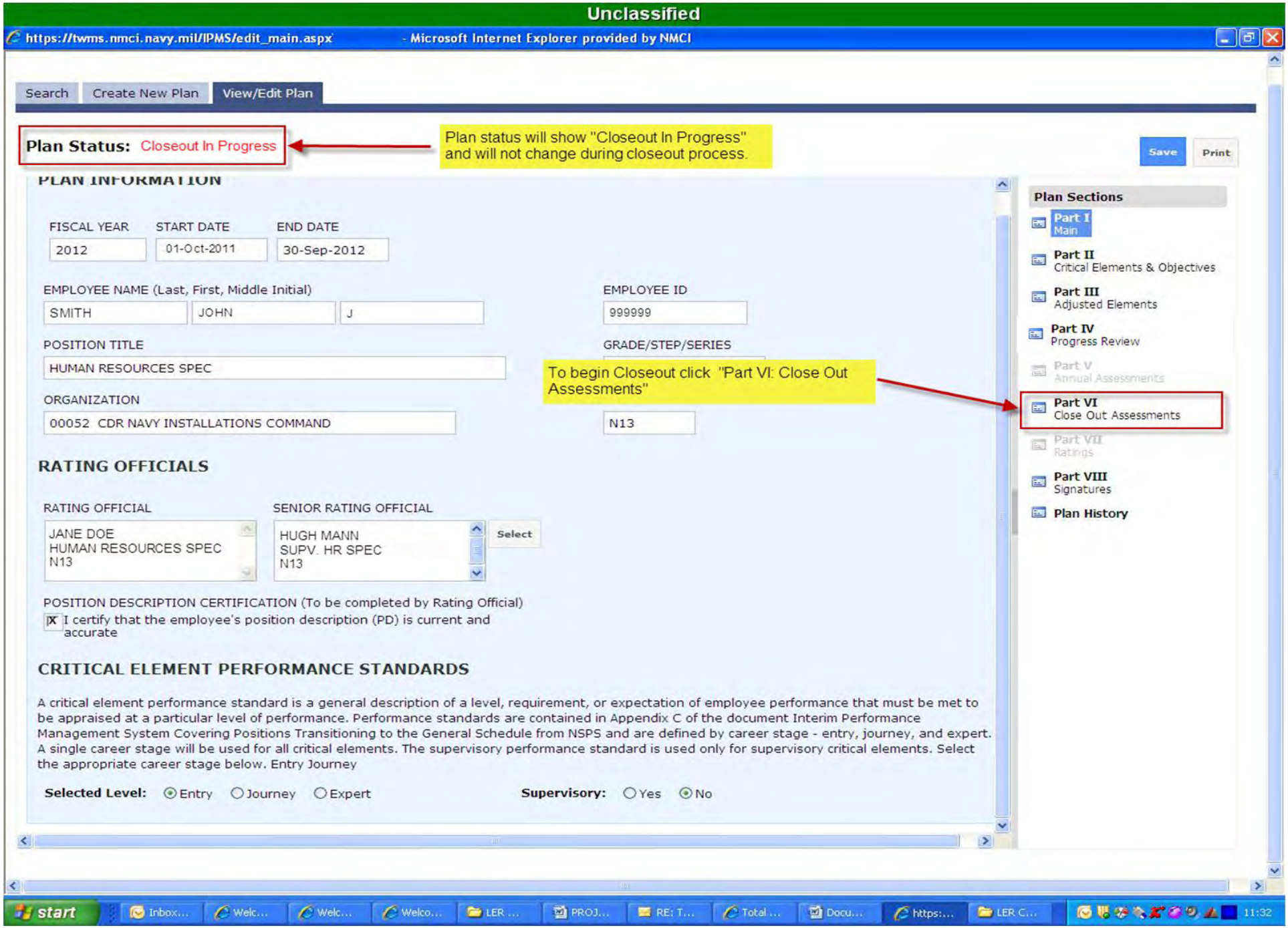
https://twms.nmci.navy.mil/IPMS/search.aspx - Microsoft Internet Explorer provided by NMCI
IPMS - Search
Search
Create New Plan
IPMS#
FY
Status
Closeout
Adjustment
2012
--ALL--
--ALL--
--ALL--
Search
Double-click name to access plan
Plan status will reflect prior phase vice "Closeout In Progress"
Previous
Next
Page 1 of 1
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"
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)
I certify that the employee's position description (PD) is current and accurate
CRITICAL ELEMENT PERFORMANCE STANDARDS
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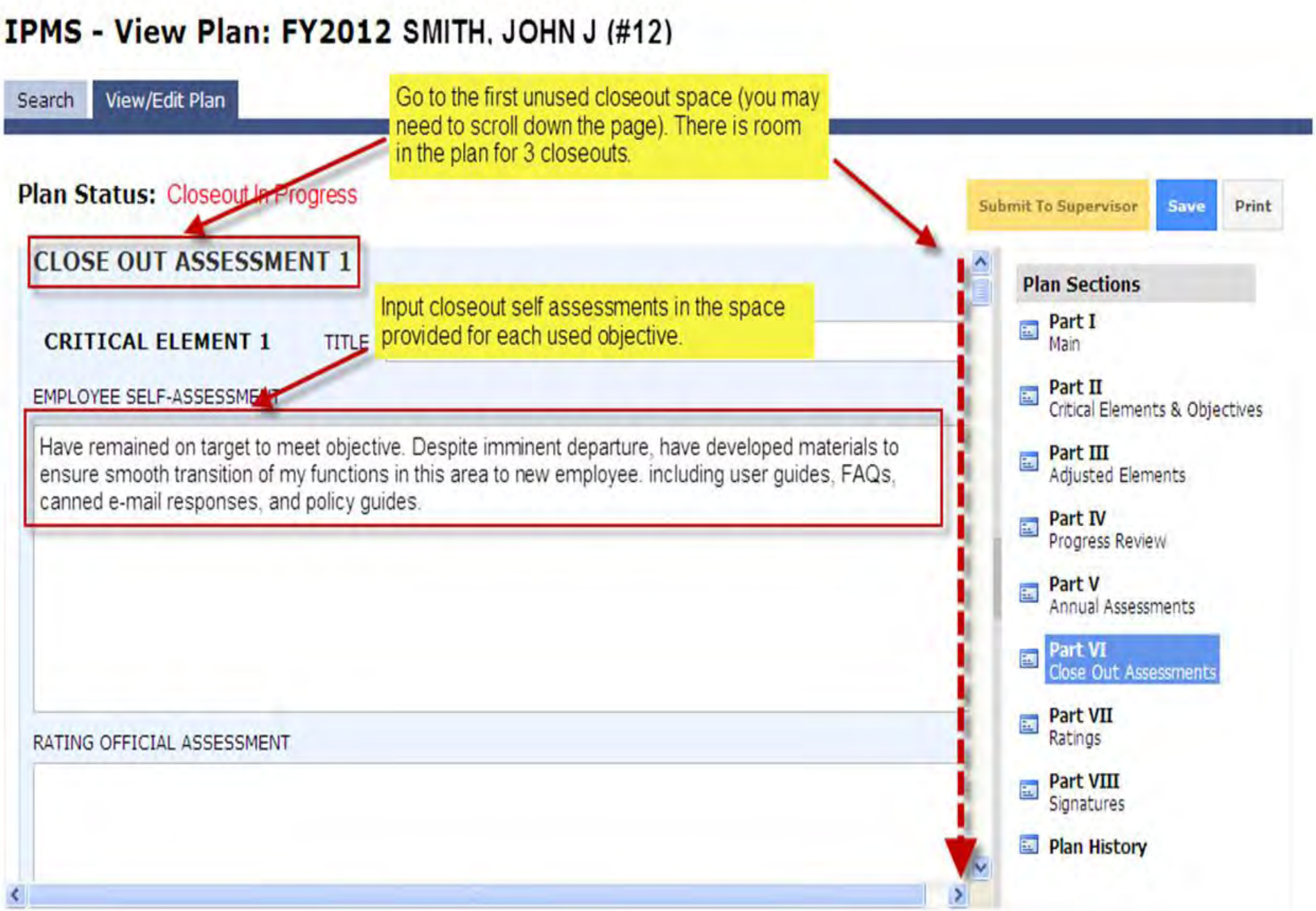
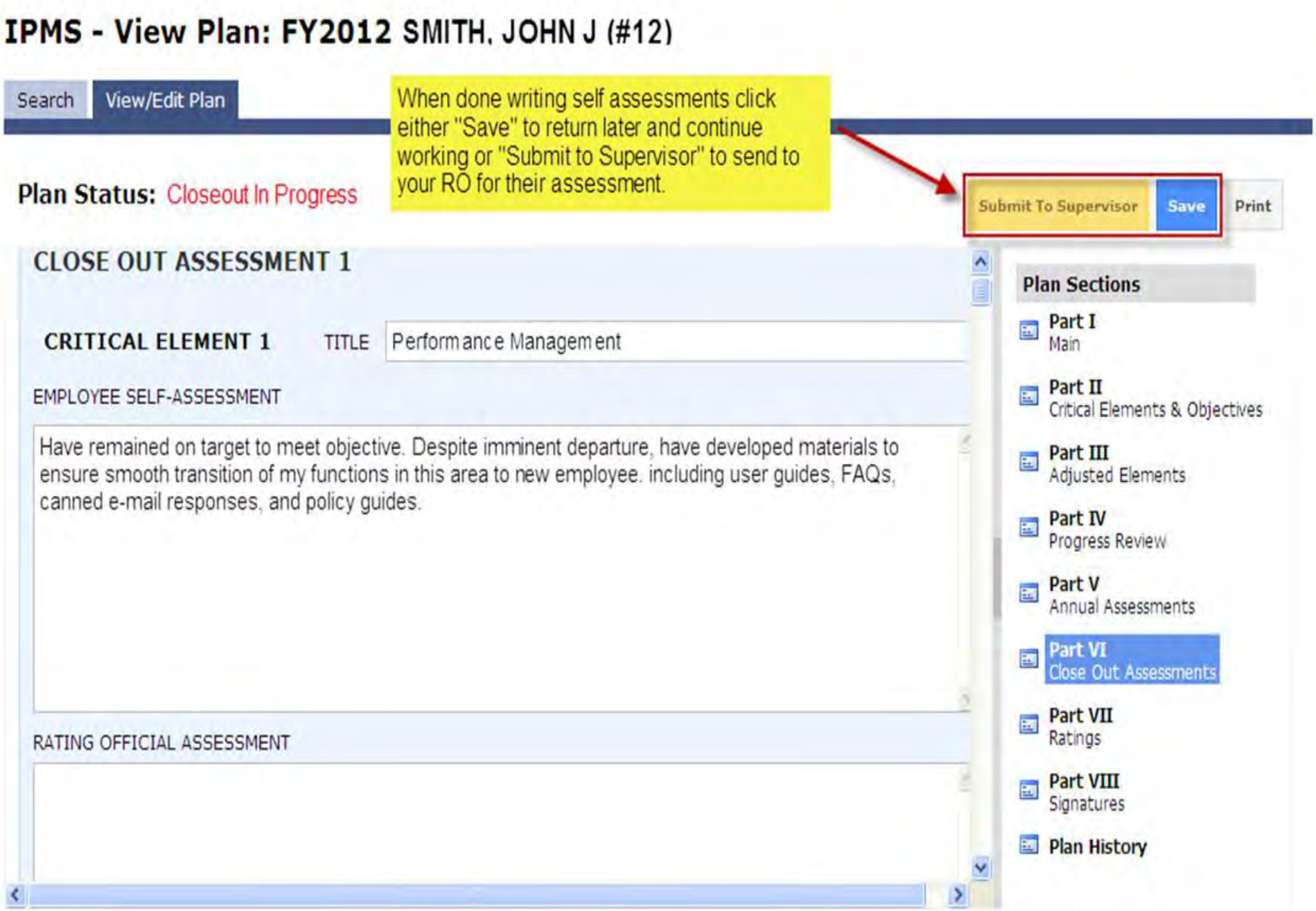
Selected Level: Entry Journey Expert
Supervisory: Yes No
Plan Sections
Part I Main
Part II Critical Elements & Objectives
Part III Adjusted Elements
Part IV Progress Review
Part V Annual Assessments
Part VI Close Out Assessments
Part VII Ratings
Part VIII Signatures
Plan History
start
11:32


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.
Plan Status: Closeout In Progress
Submit To Supervisor
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.
RATING OFFICIAL ASSESSMENT
Plan Sections
Part I
Main
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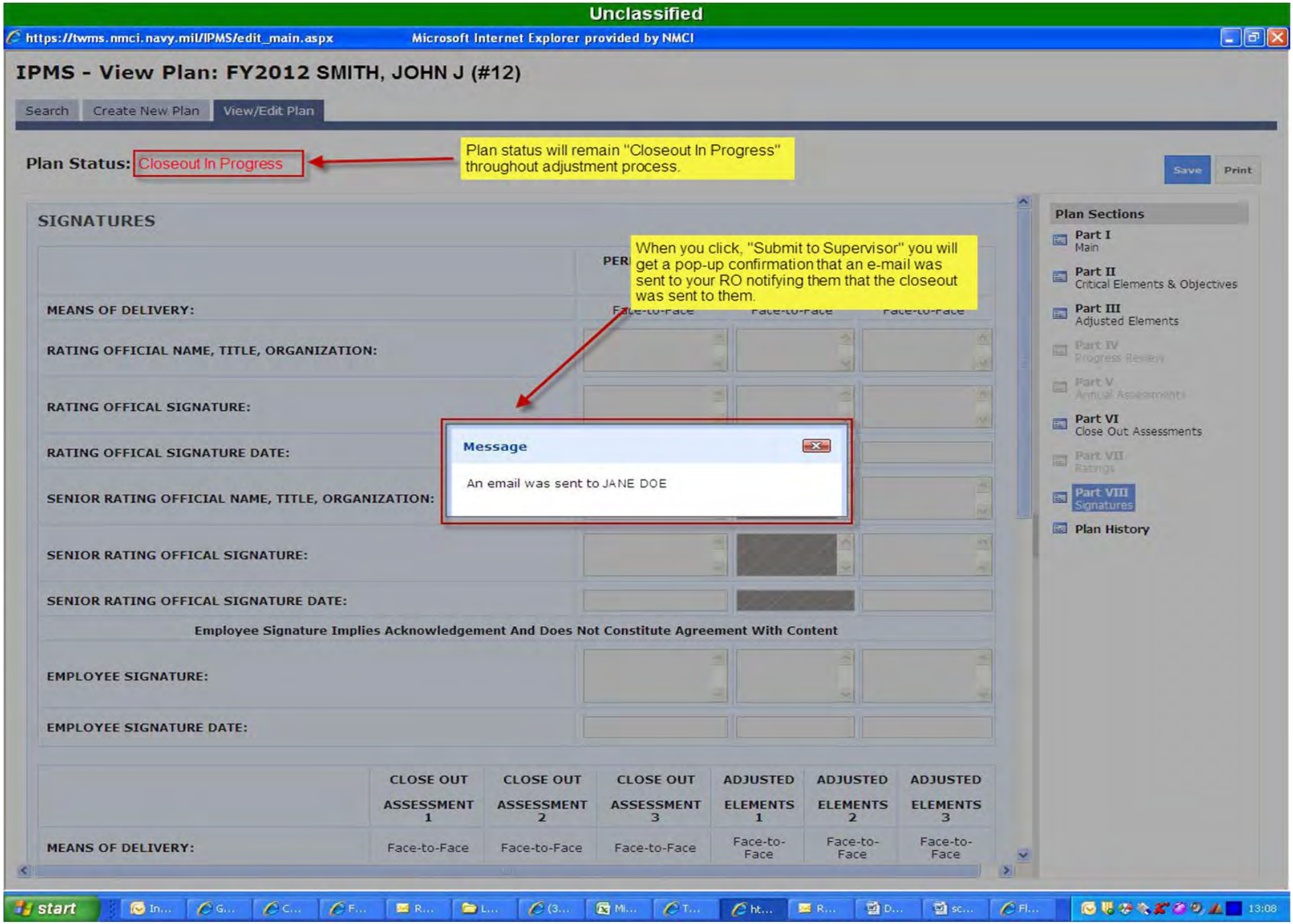
Critical Elements & Objectives
Part III
Adjusted Elements
Part IV
Progress Review
Part V
Annual Assessments
Part VI
Close Out Assessments
Part VII
Ratings
Part VIII
Signatures
Plan History


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.
MEANS OF DELIVERY:
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:
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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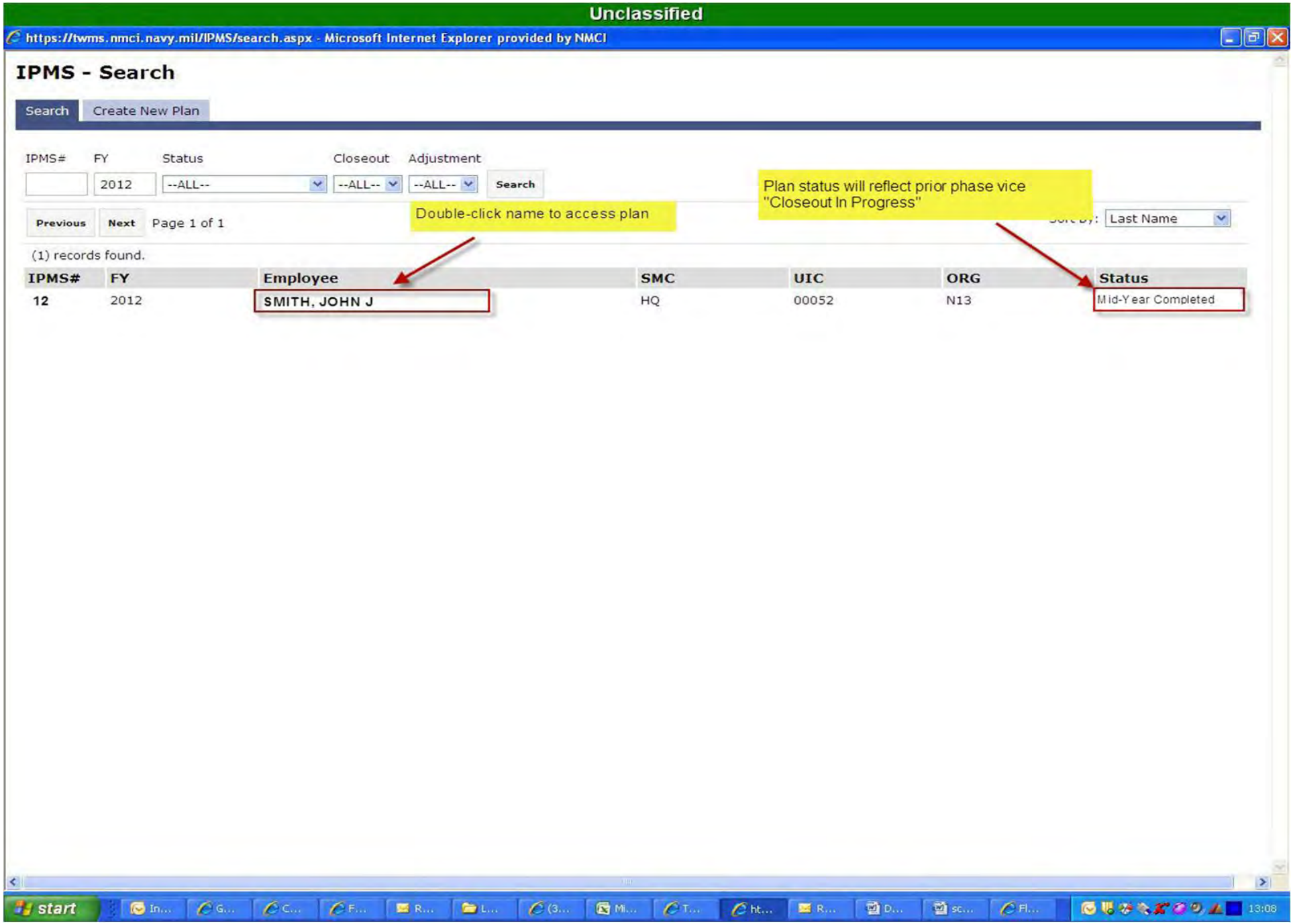
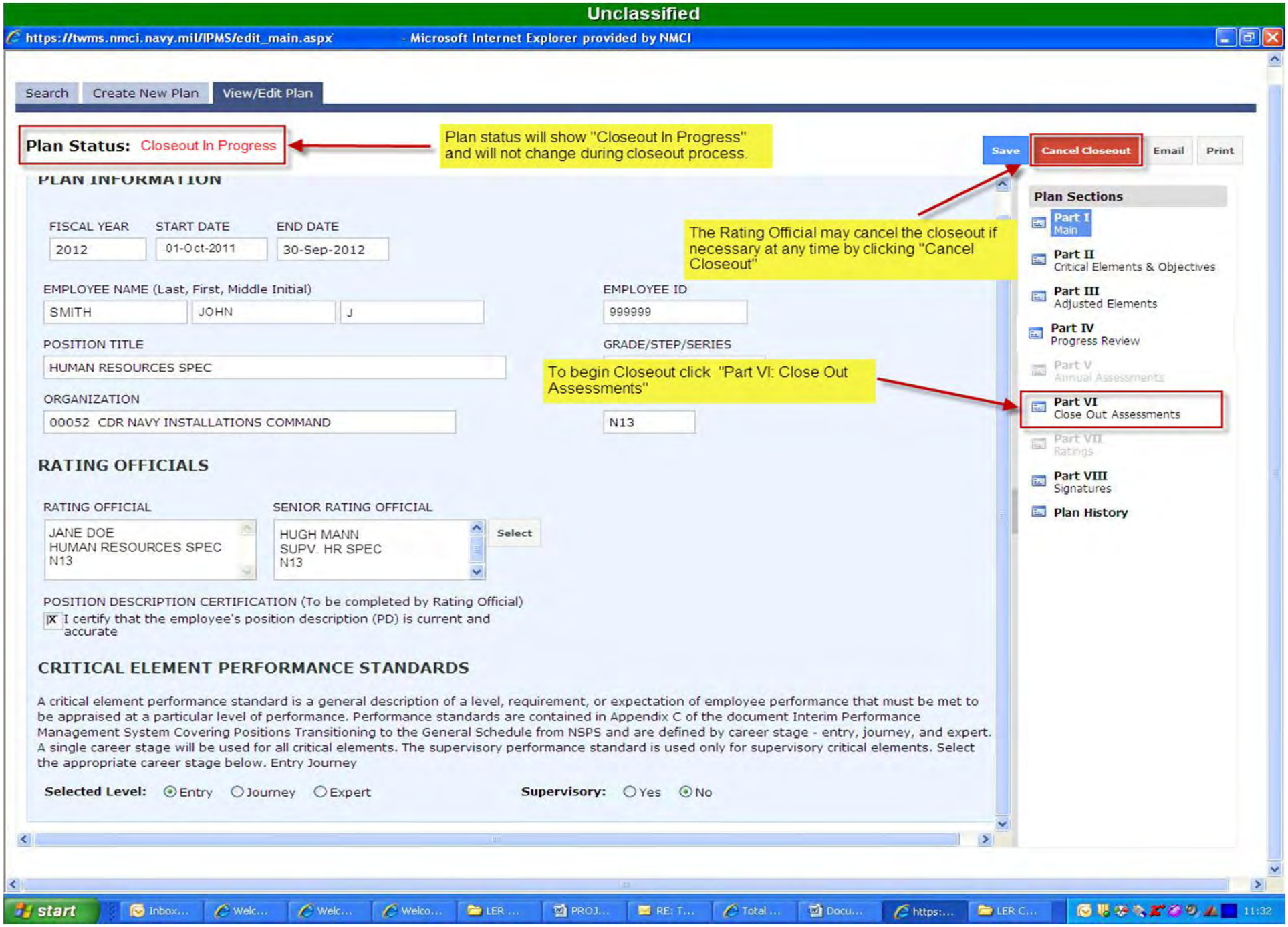
CLOSE OUT ASSESSMENT 1
CLOSE OUT ASSESSMENT 2
CLOSE OUT ASSESSMENT 3
ADJUSTED ELEMENTS 1
ADJUSTED ELEMENTS 2
ADJUSTED ELEMENTS 3
MEANS OF DELIVERY:
Face-to-Face
Face-to-Face
Face-to-Face
Face-to-Face
Face-to-Face
Face-to-Face
start
13:08

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
Double-click name to access plan
Plan status will reflect prior phase vice "Closeout In Progress"
Previous
Next
Page 1 of 1
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
Cancel Closeout
Email
Print
PLAN INFORMATION
FISCAL YEAR
START DATE
END DATE
2012
01-Oct-2011
30-Sep-2012
The Rating Official may cancel the closeout if necessary at any time by clicking "Cancel Closeout"
EMPLOYEE NAME (Last, First, Middle Initial)
SMITH
JOHN
J
EMPLOYEE ID
999999
POSITION TITLE
HUMAN RESOURCES SPEC
GRADE/STEP/SERIES
To begin Closeout click "Part VI: Close Out Assessments"
ORGANIZATION
00052 CDR NAVY INSTALLATIONS COMMAND
N13
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)
I certify that the employee's position description (PD) is current and accurate
CRITICAL ELEMENT PERFORMANCE STANDARDS
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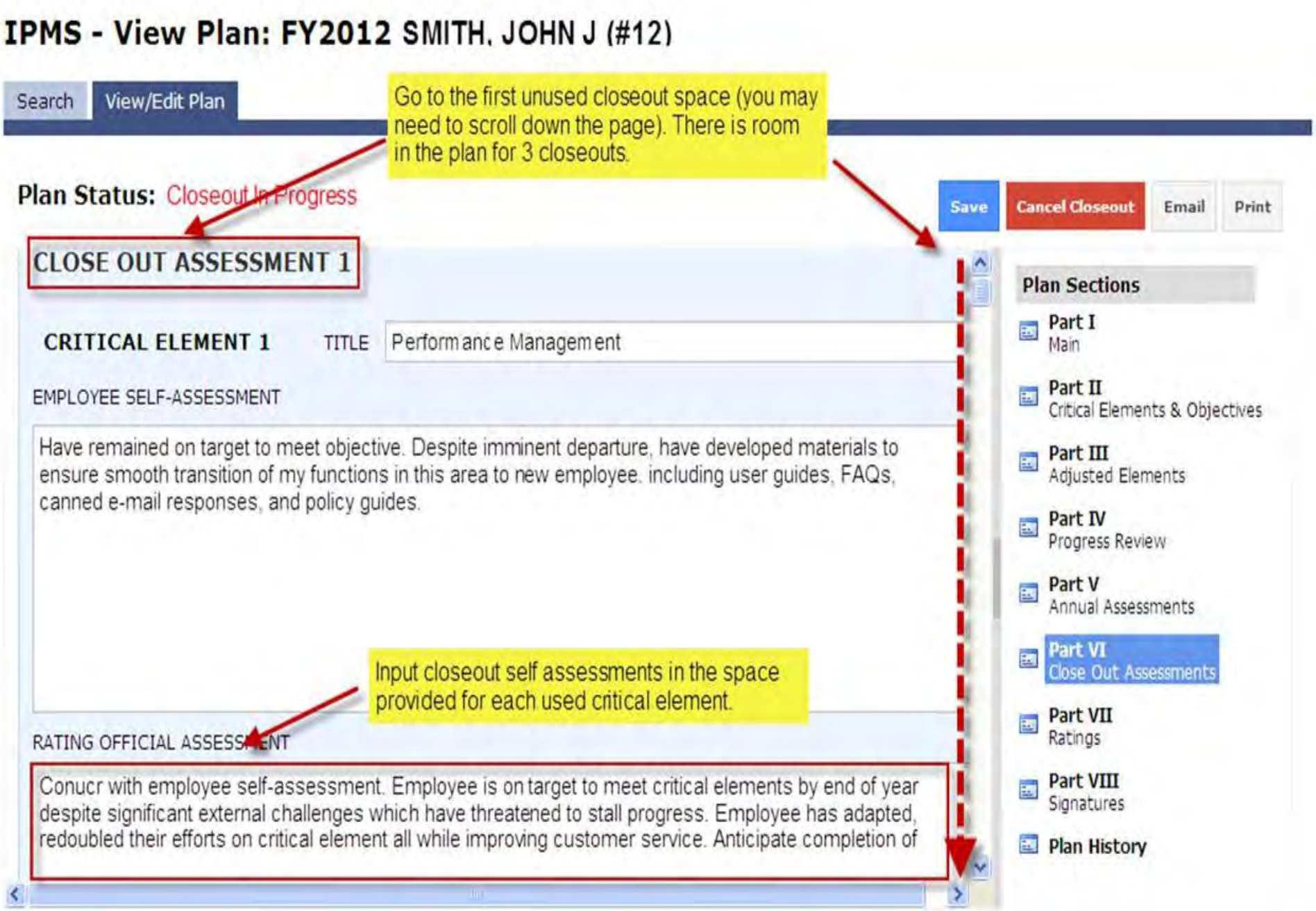
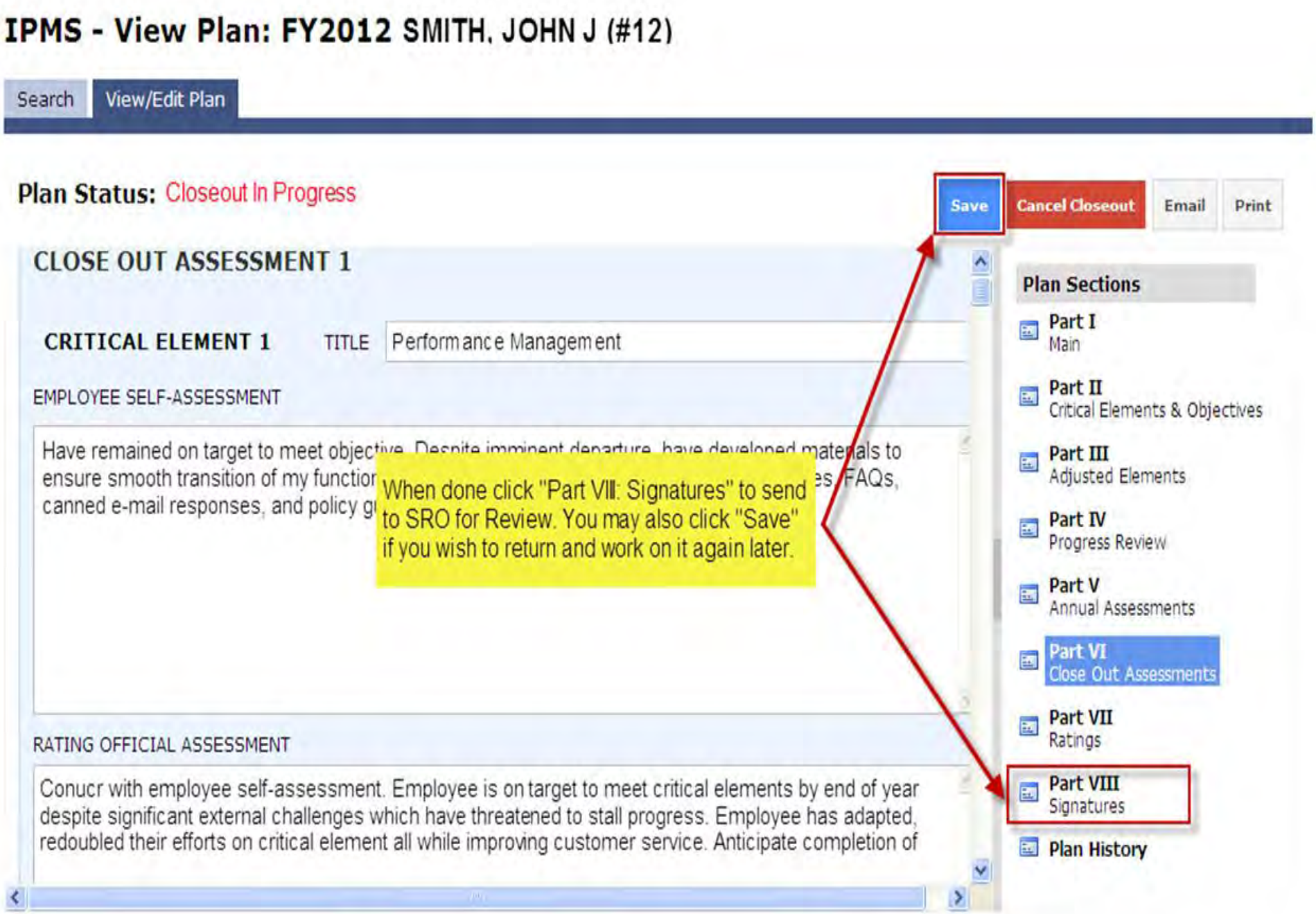
Selected Level: Entry Journey Expert
Supervisory: Yes No
Plan Sections
Part I Main
Part II Critical Elements & Objectives
Part III Adjusted Elements
Part IV Progress Review
Part V Annual Assessments
Part VI Close Out Assessments
Part VII Ratings
Part VIII Signatures
Plan History
start
11:32


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
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
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
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
es, FAQs, canned e-mail responses, and policy g
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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Part III
Adjusted Elements
Part IV
Progress Review
Part V
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Part VI
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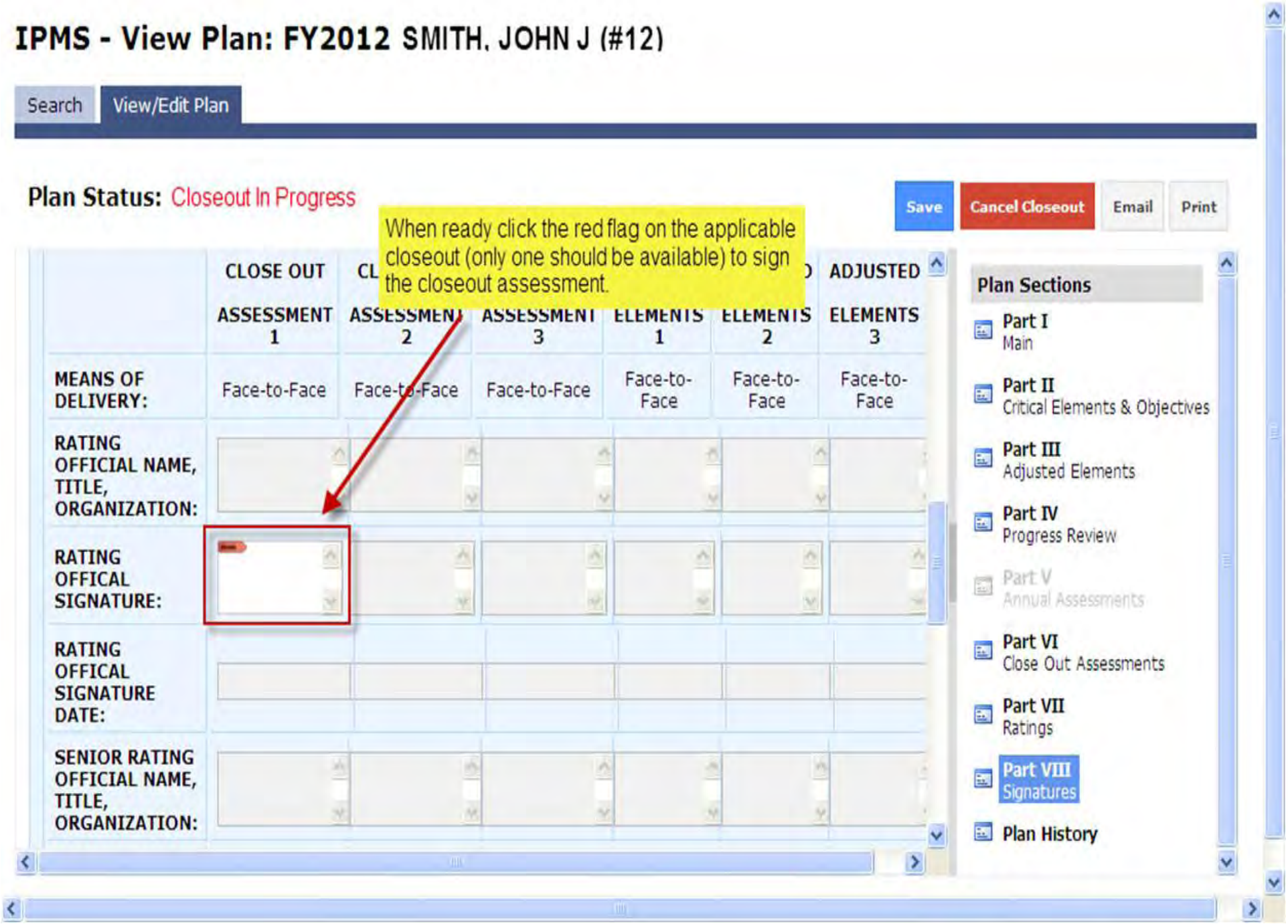
IPMS - View Plan: FY2012 SMITH, JOHN J (#12)
Search
View/Edit Plan
Plan Status: Closeout In Progress
When ready click the red flag on the applicable closeout (only one should be available) to sign the closeout assessment.
Save
Cancel Closeout
Email
Print
CLOSE OUT ASSESSMENT 1
ASSESSMENT 2
ASSESSMENT 3
ELEMENTS 1
ELEMENTS 2
ADJUSTED ELEMENTS 3
MEANS OF DELIVERY:
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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Part III Adjusted Elements
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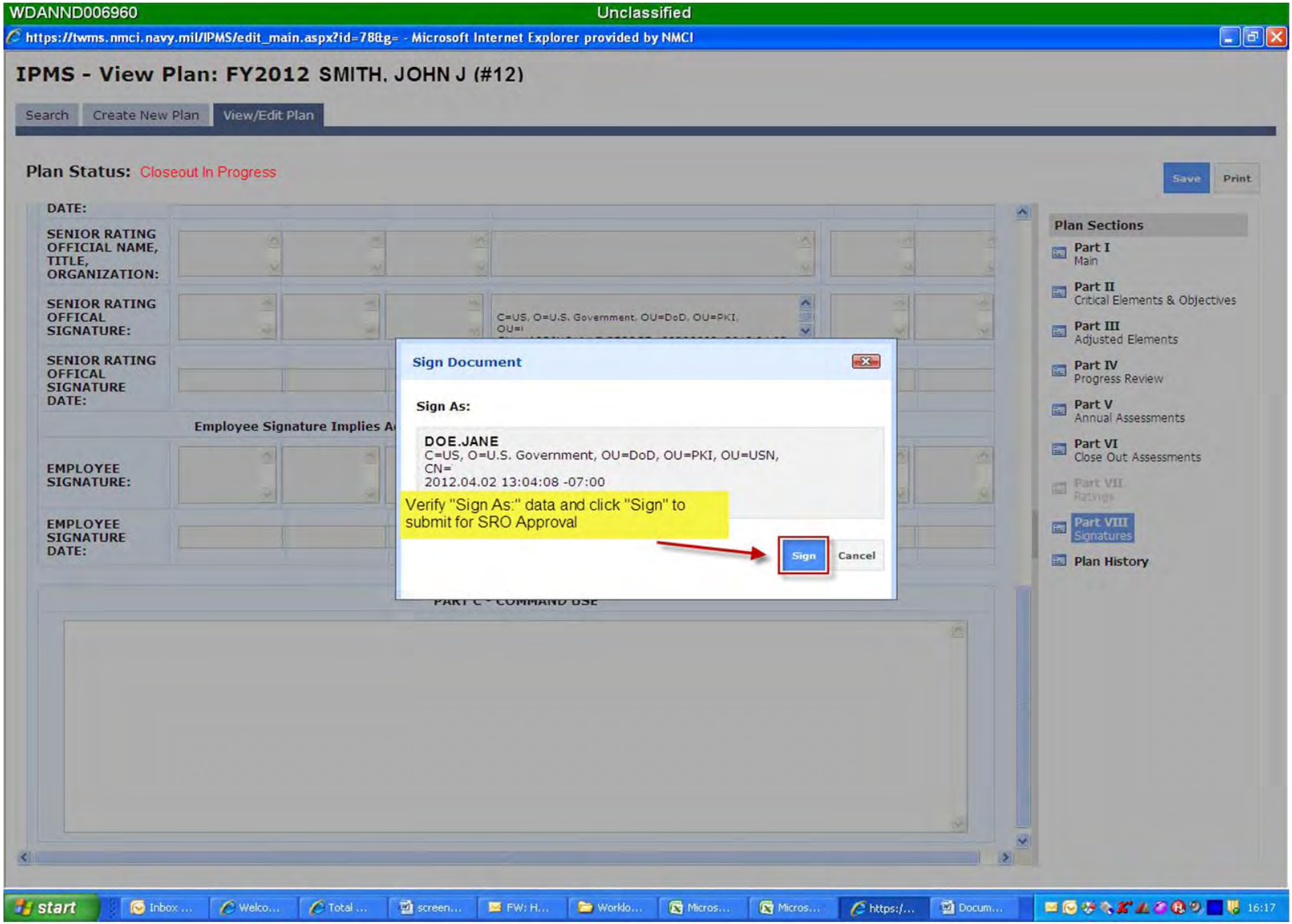
Part VII Ratings
Part VIII Signatures
Plan History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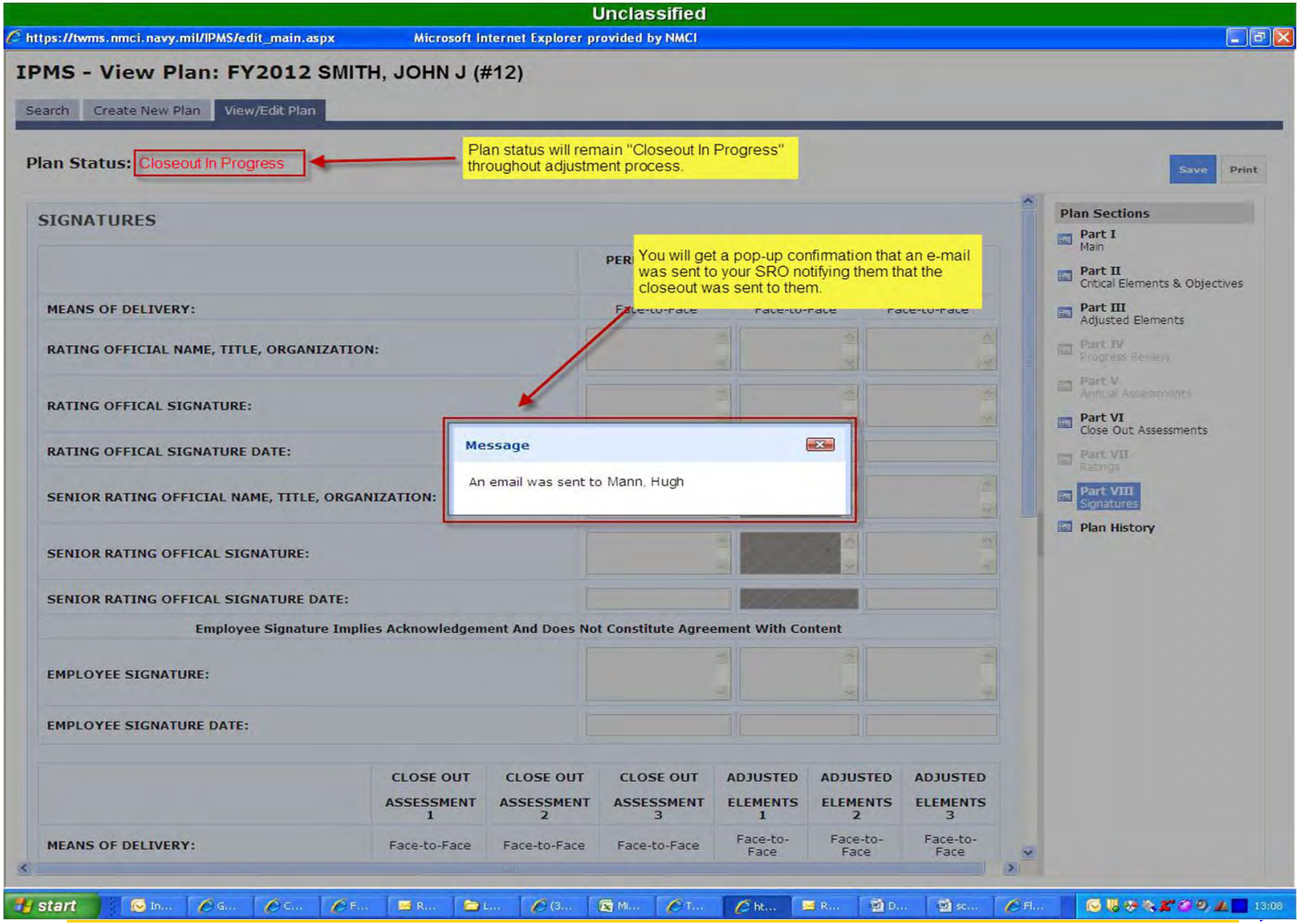
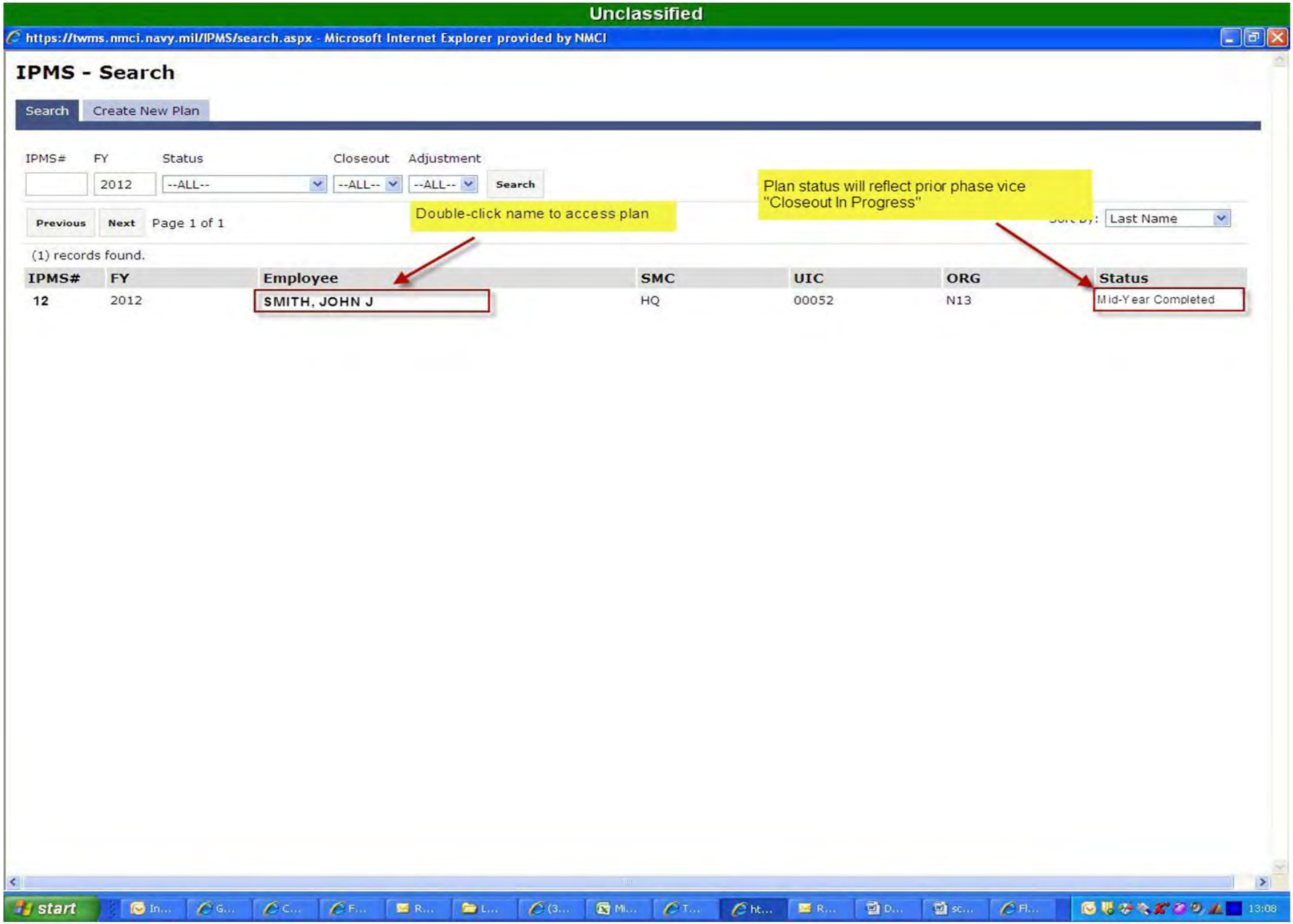
https://twms.nmci.navy.mil/IPMS/edit_main.aspx?id=78&g= - Microsoft Internet Explorer provided by NMCI
IPMS - View Plan: FY2012 SMITH, JOHN J (#12)
Search
Create New Plan
View/Edit Plan
Plan Status: Closeout In Progress
Save
Print
DATE:
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:
SENIOR RATING OFFICAL SIGNATURE:
C=US, O=U.S. Government, OU=DoD, OU=PKI,
SENIOR RATING OFFICAL SIGNATURE DATE:
Employee Signature Implies A
EMPLOYEE SIGNATURE:
EMPLOYEE SIGNATURE DATE:
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
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
start
Inbox ...
Welco...
Total ...
screen...
FW: H...
Worklo...
Micros...
Micros...
https:/...
Docum...
16:17


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 your SRO notifying them that the closeout was sent to them.
MEANS OF DELIVERY:
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:
Plan Sections
Part I Main
Part II Critical Elements & Objectives
Part III Adjusted Elements
Part IV Progress Review
Part V Annual Assessment
Part VI Close Out Assessments
Part VII Ratings
Part VIII Signatures
Plan History
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
start
13:08

CLOSEOUT
SENIOR RATING OFFICIAL
APPROVAL STEPS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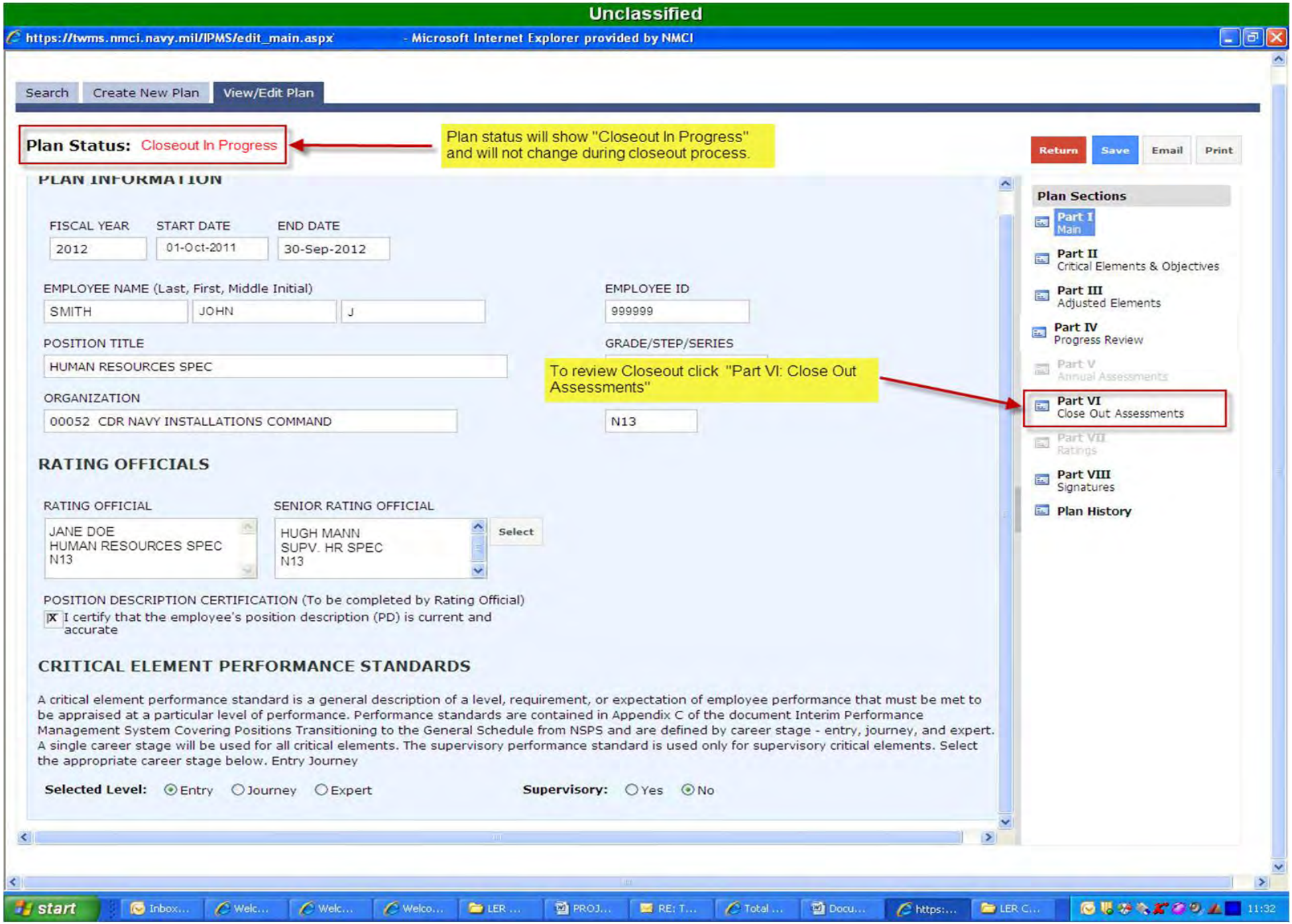
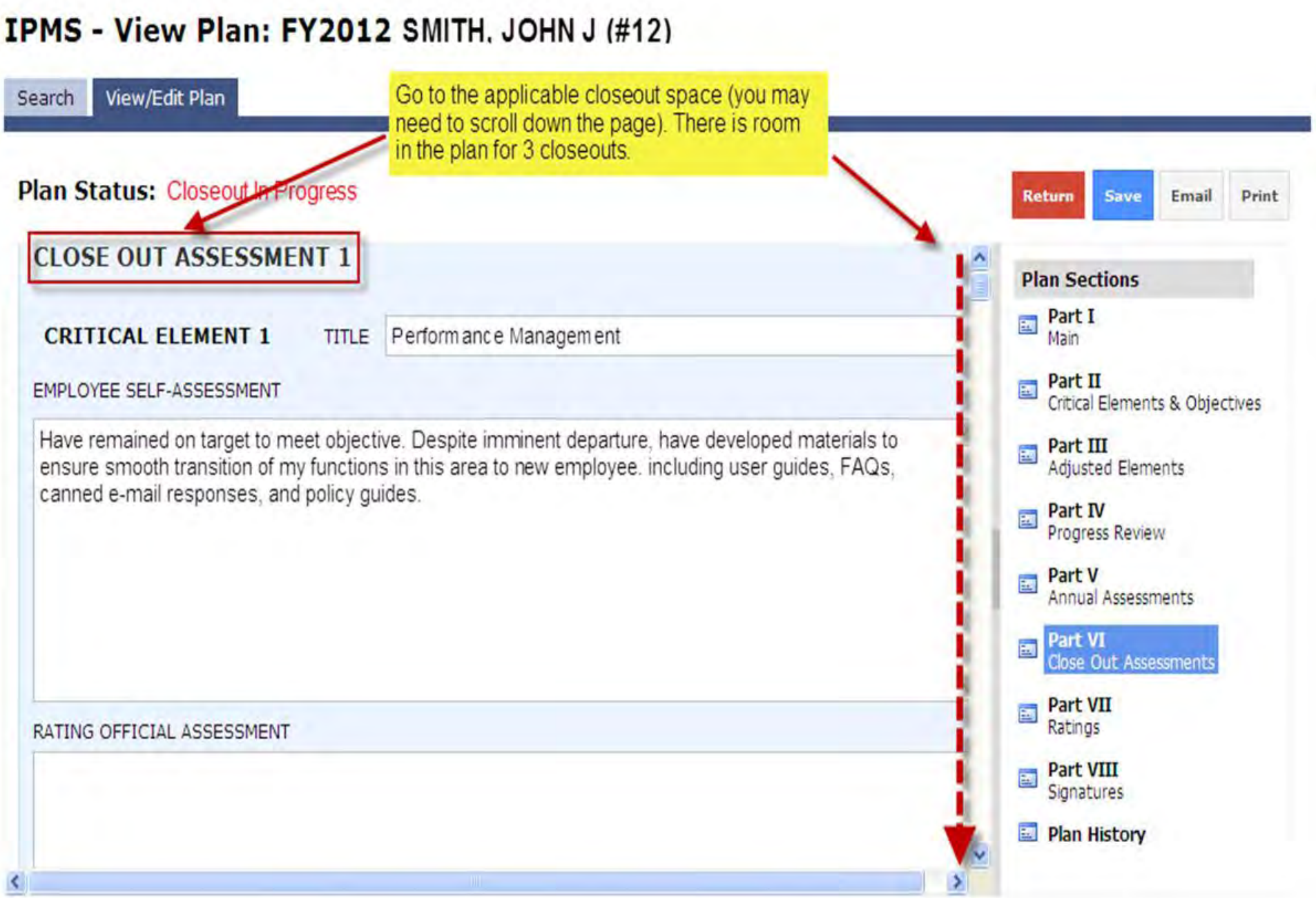
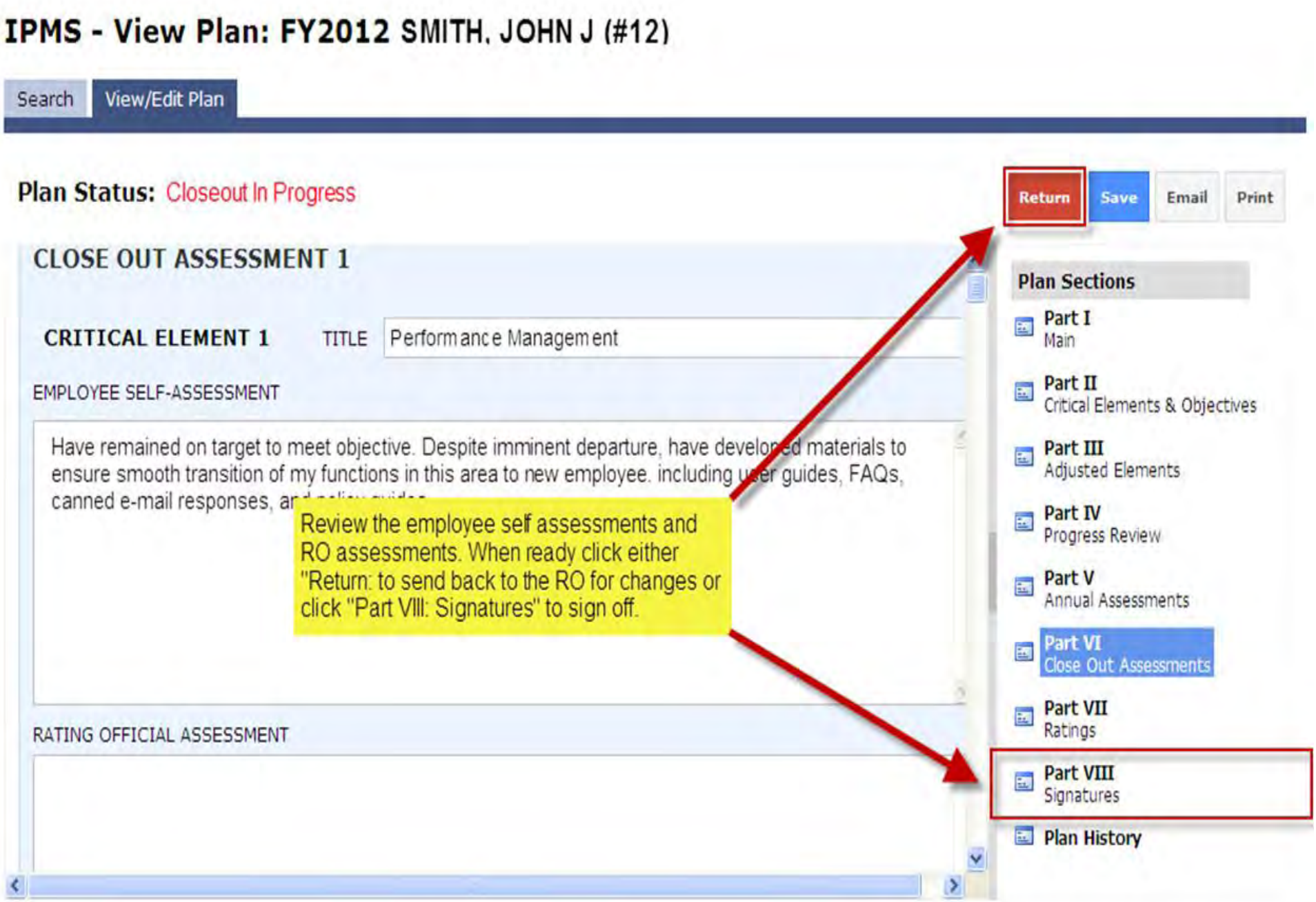
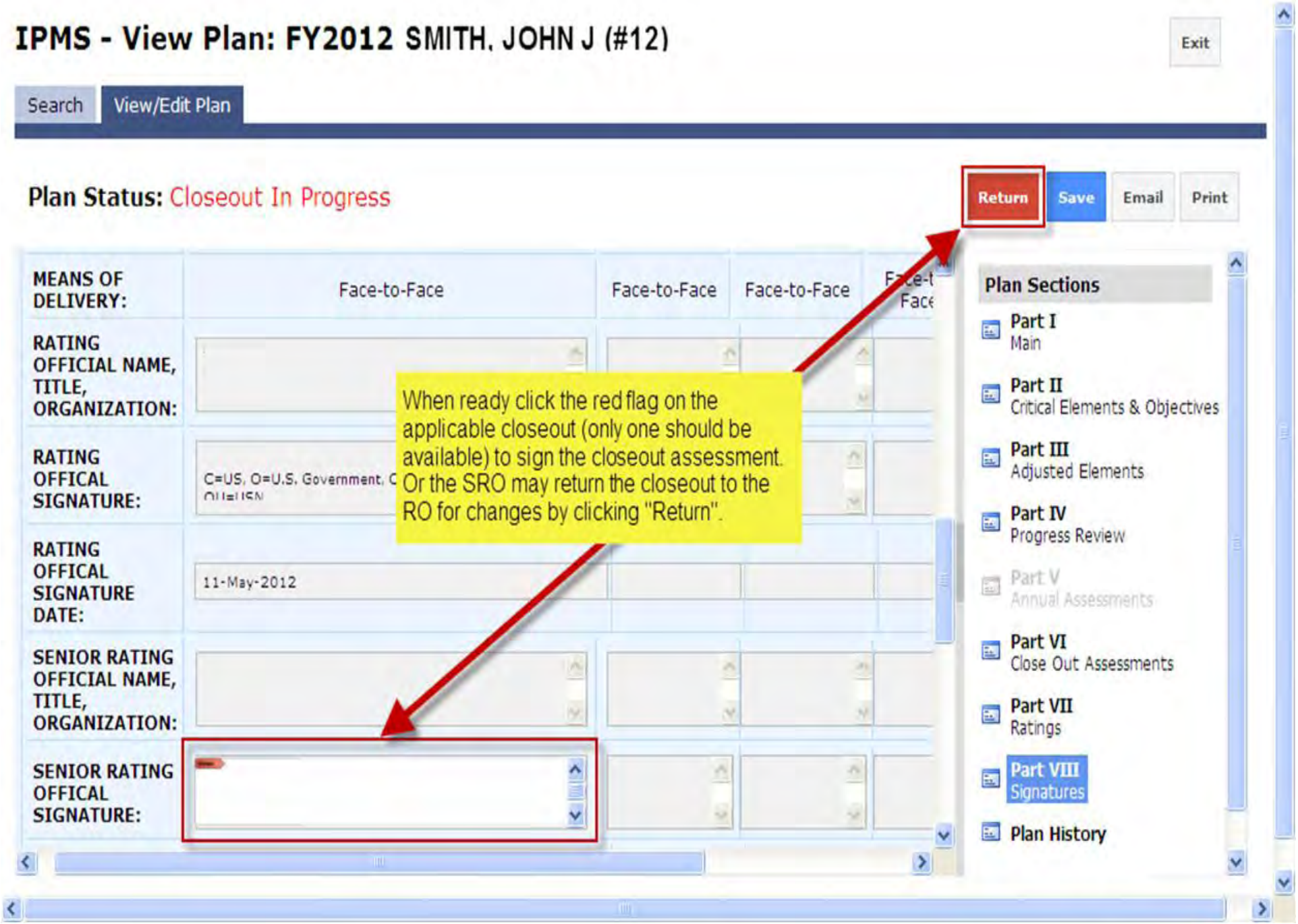
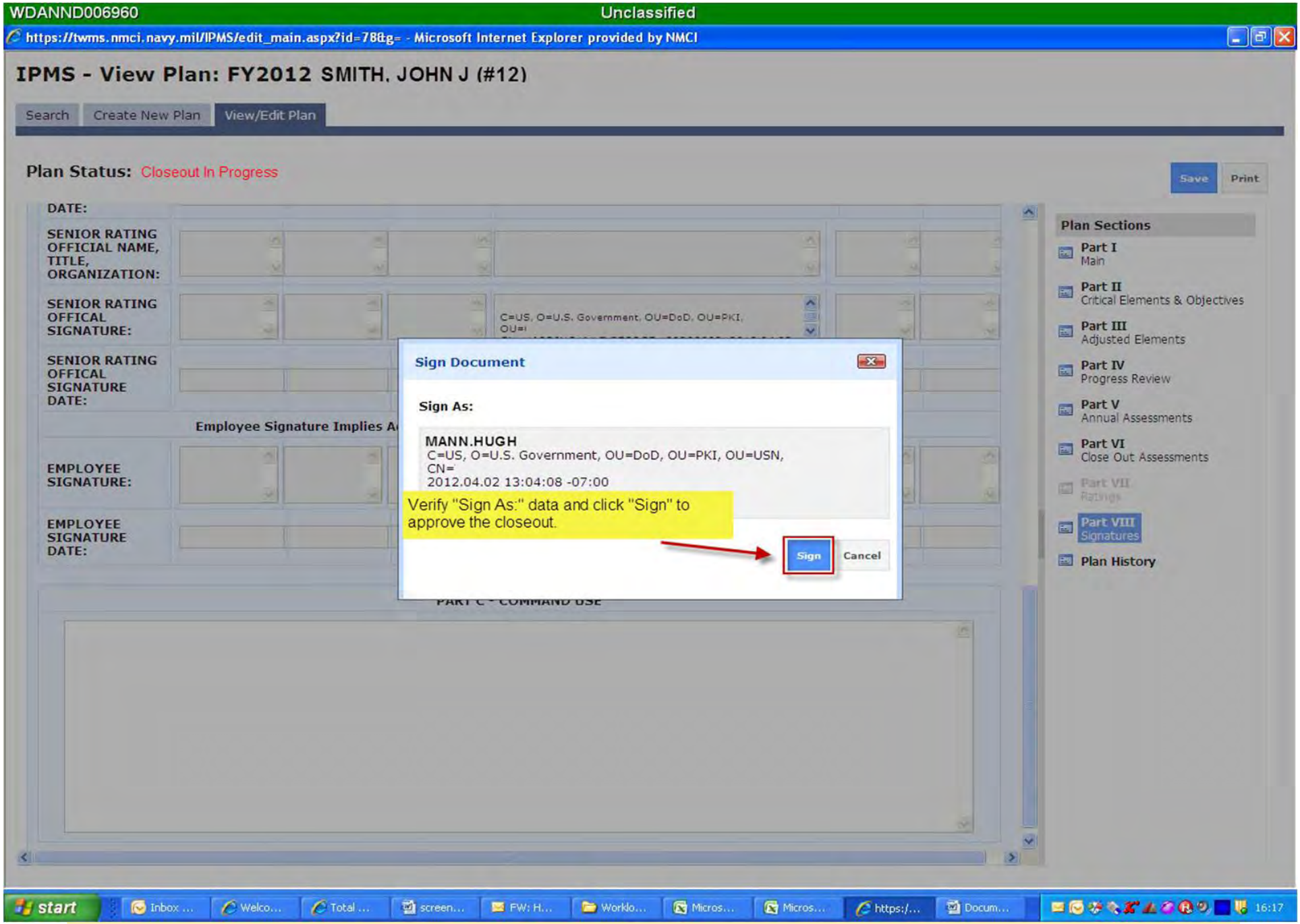
https://twms.nmci.navy.mil/IPMS/search.aspx - Microsoft Internet Explorer provided by NMCI
IPMS - Search
Search
Create New Plan
IPMS#
FY
Status
Closeout
Adjustment
2012
--ALL--
--ALL--
--ALL--
Search
Double-click name to access plan
Plan status will reflect prior phase vice "Closeout In Progress"
Previous
Next
Page 1 of 1
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

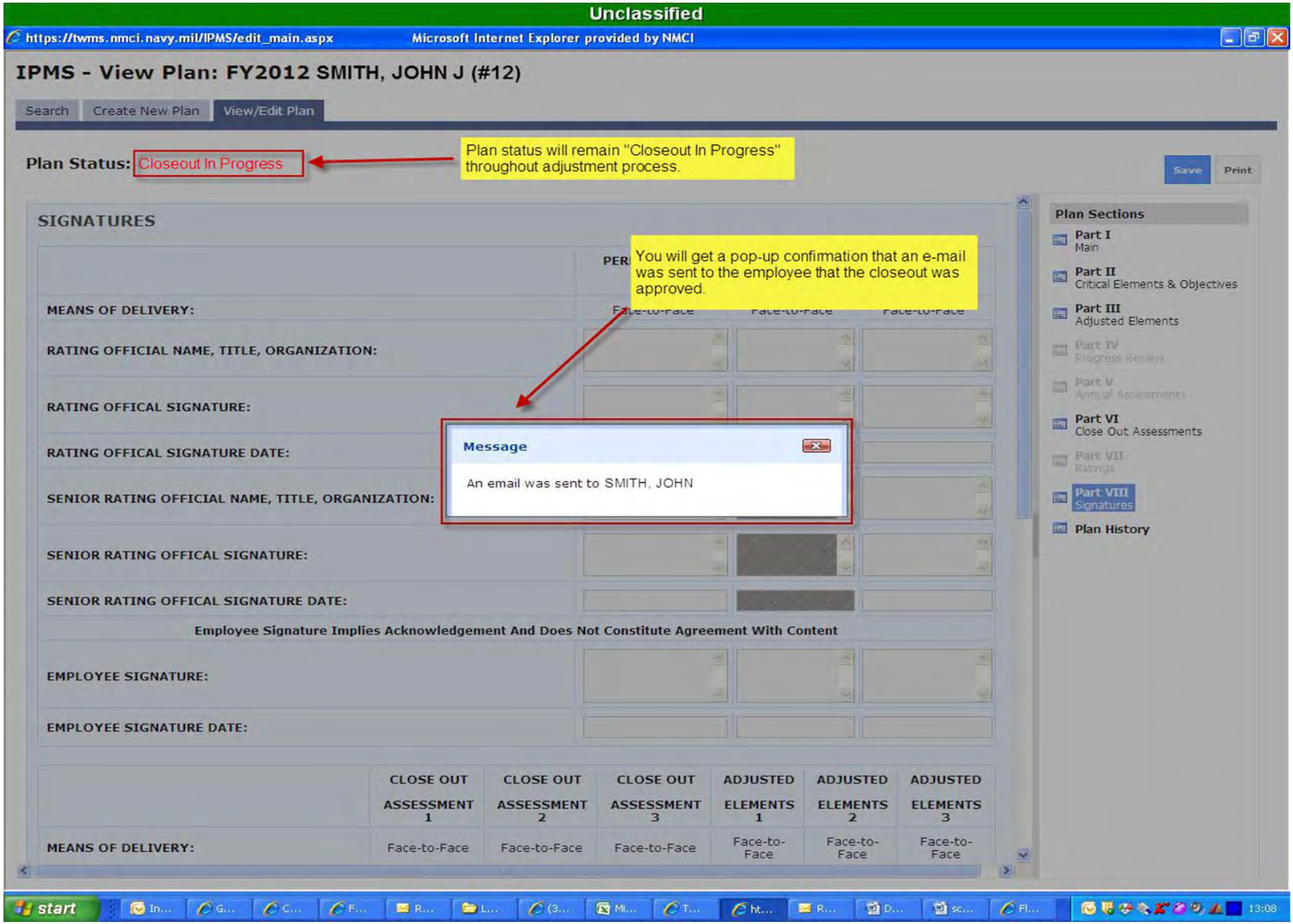

Unclassified
https://twms.nmci.navy.mil/IPMS/edit_main.aspx - Microsoft Internet Explorer provided by NMCI
Search
Create New Plan
View/Edit Plan
Plan Status: Closeout In Progress
Plan status will show "Closeout In Progress" and will not change during closeout process.
Return
Save
Email
Print
PLAN INFORMATION
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)
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
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
start
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
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)
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
RATING OFFICIAL NAME, TITLE, ORGANIZATION:
RATING OFFICAL SIGNATURE:
C=US, O=U.S. Government,
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

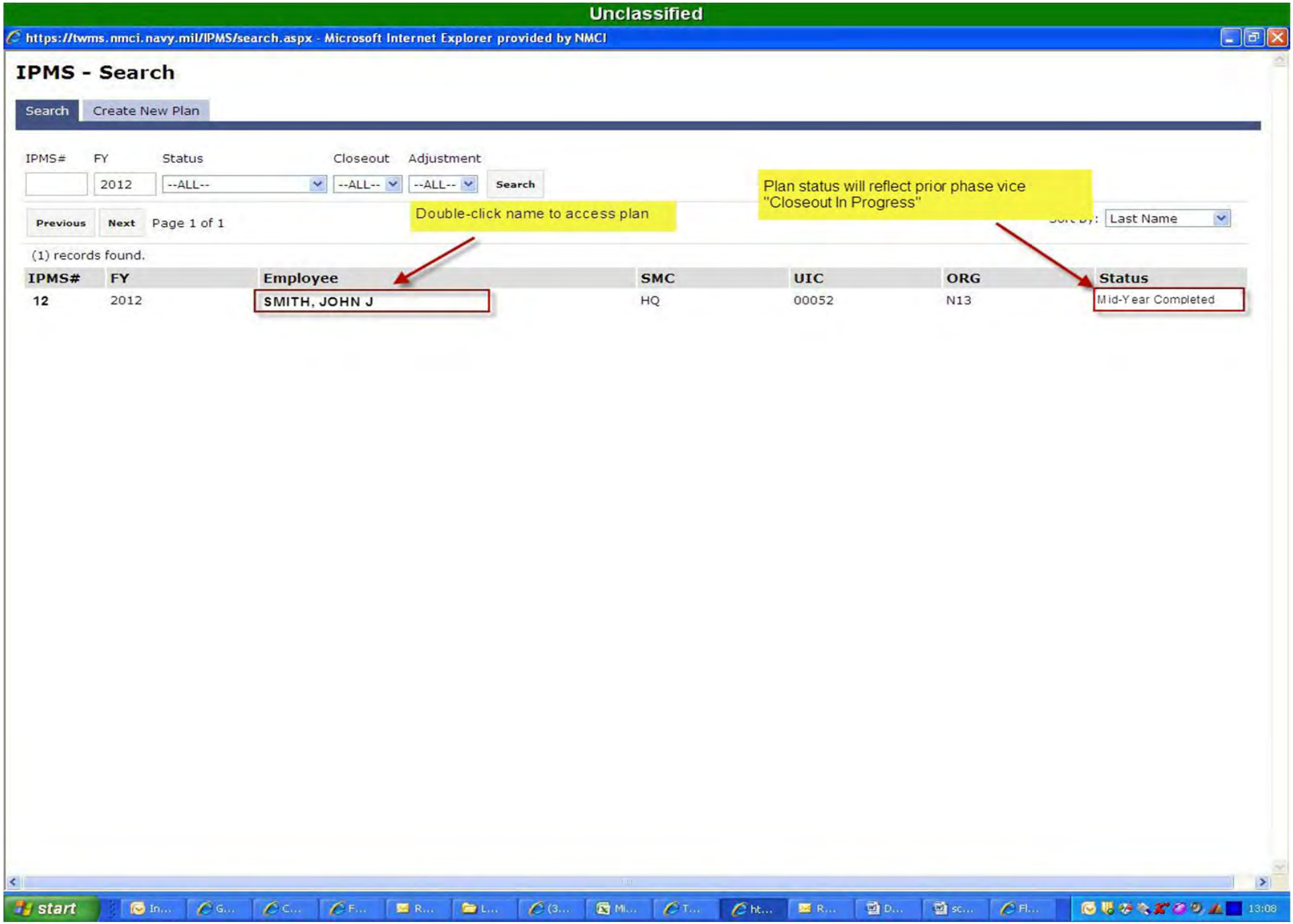

WDANND006960
Unclassified
https://twms.nmci.navy.mil/IPMS/edit_main.aspx?id=78&g= - Microsoft Internet Explorer provided by NMCI
IPMS - View Plan: FY2012 SMITH, JOHN J (#12)
Search
Create New Plan
View/Edit Plan
Plan Status: Closeout In Progress
Save
Print
DATE:
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:
SENIOR RATING OFFICAL SIGNATURE:
SENIOR RATING OFFICAL SIGNATURE DATE:
EMPLOYEE SIGNATURE:
EMPLOYEE SIGNATURE DATE:
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
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
start
16:17

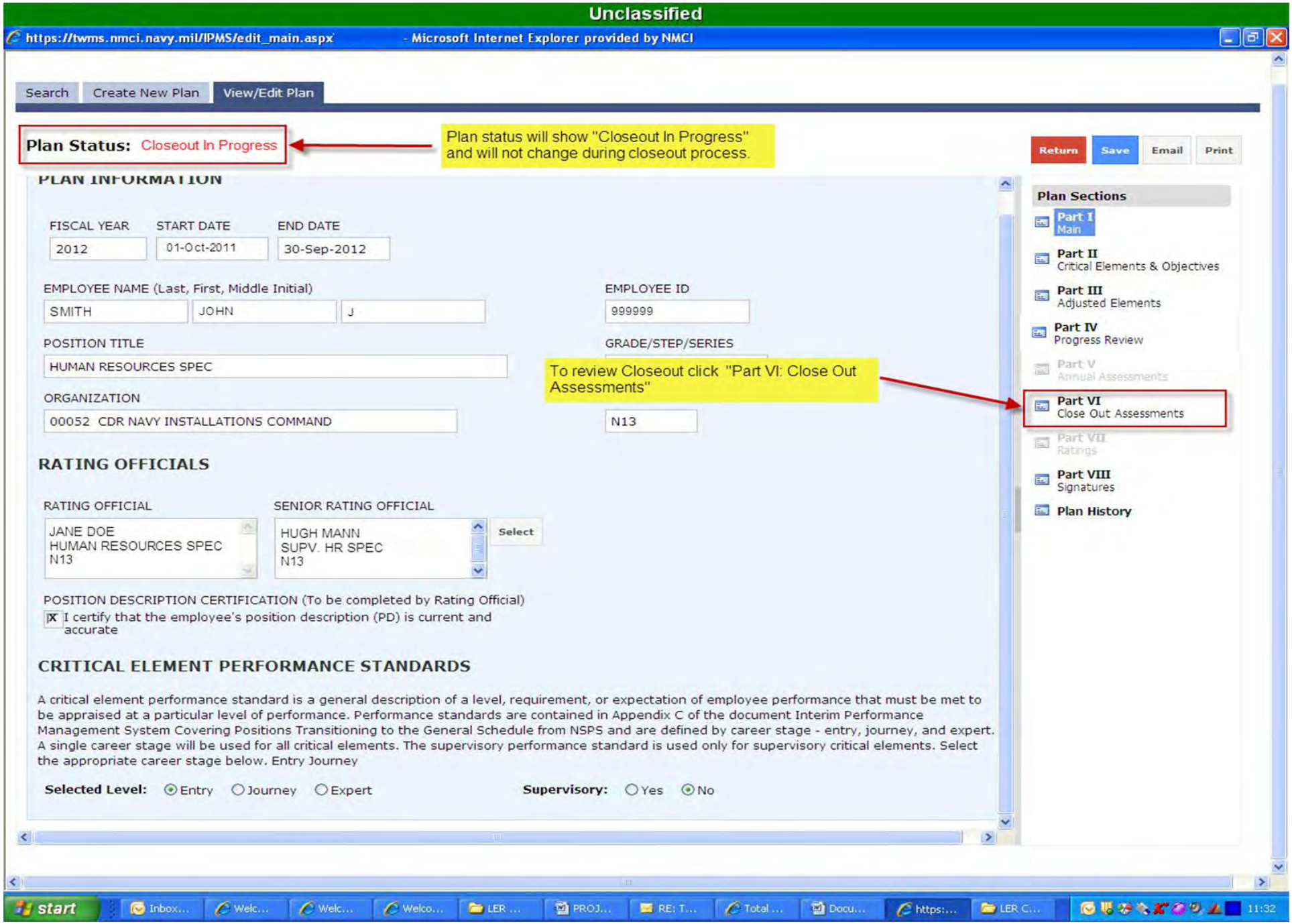

Unclassified
https://twms.nmci.navy.mil/IPMS/edit_main.aspx Microsoft Internet Explorer provided by NMCI
IPMS - View Plan: FY2012 SMITH, JOHN J (#12)
Search
Create New Plan
View/Edit Plan
Plan Status: Closeout In Progress
Plan status will remain "Closeout In Progress" throughout adjustment process.
Save
Print
SIGNATURES
You will get a pop-up confirmation that an e-mail was sent to the employee that the closeout was approved.
MEANS OF DELIVERY:
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:
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
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
start
13:08

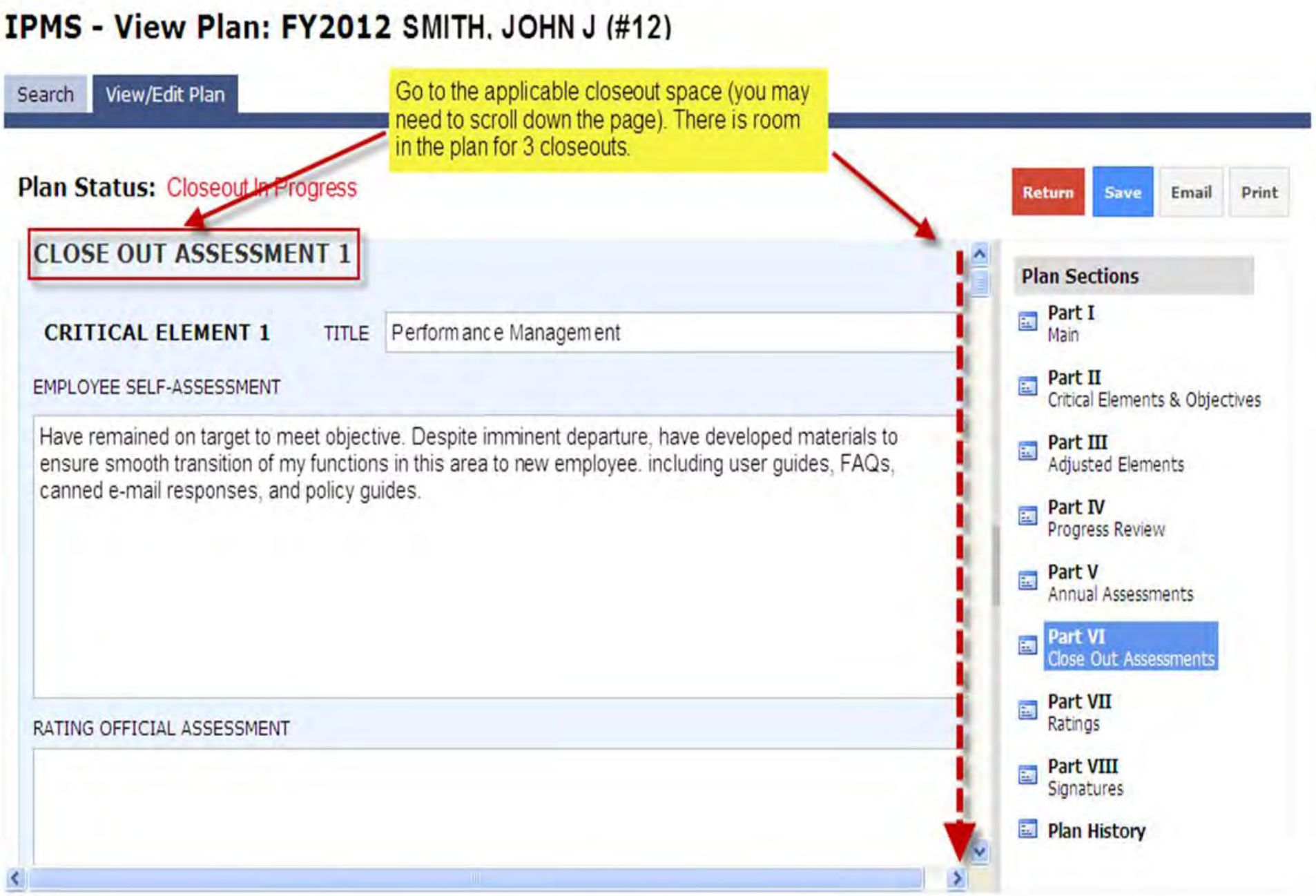
CLOSEOUT
EMPLOYEE ACKNOWLEDGMENT STEPS

Employee Acknowledgement

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


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
Double-click name to access plan
Plan status will reflect prior phase vice "Closeout In Progress"
Previous
Next
Page 1 of 1
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)
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
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
start
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

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.

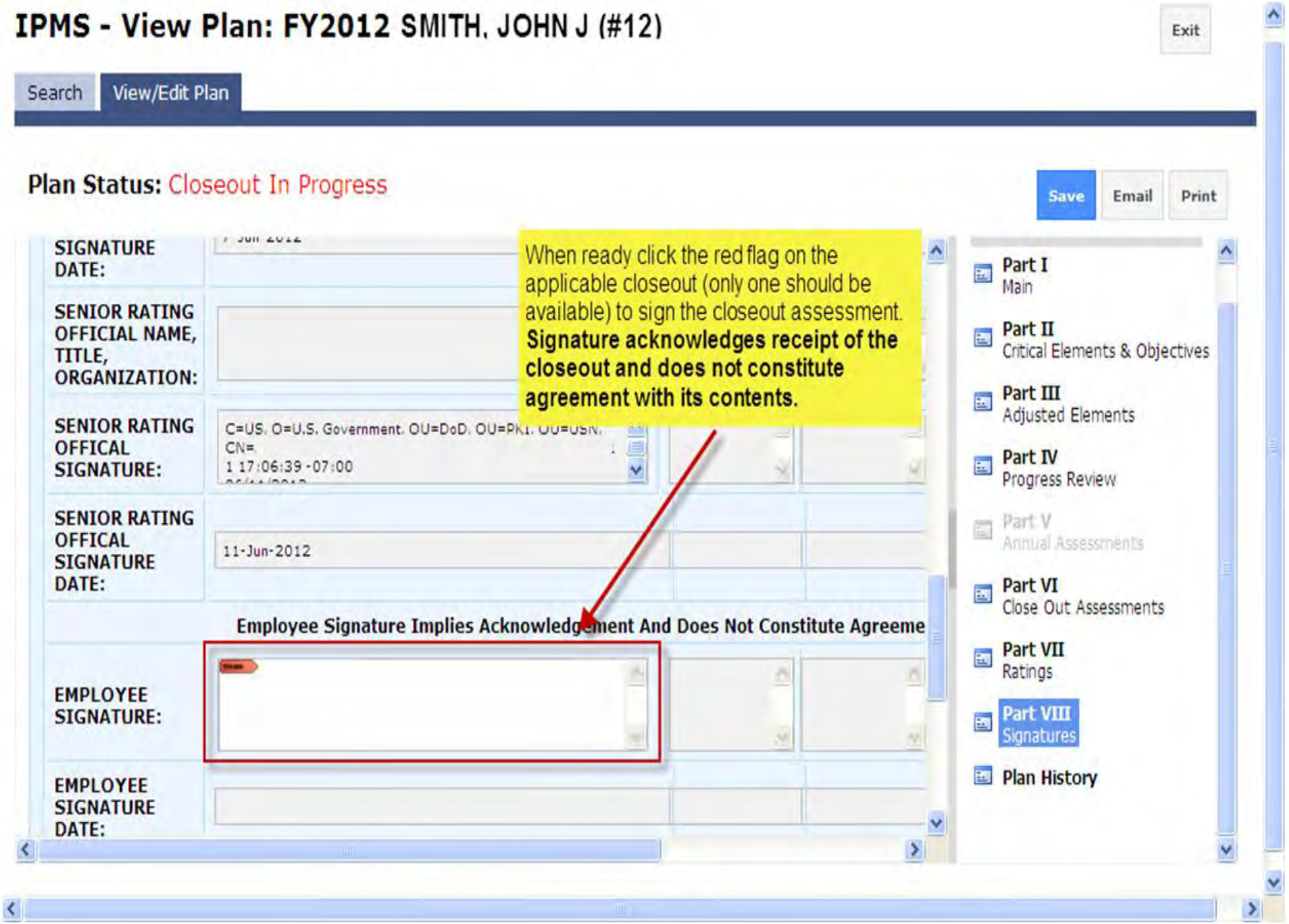
Review the assessment. When ready click "Part VIII: Signatures" to acknowledge.

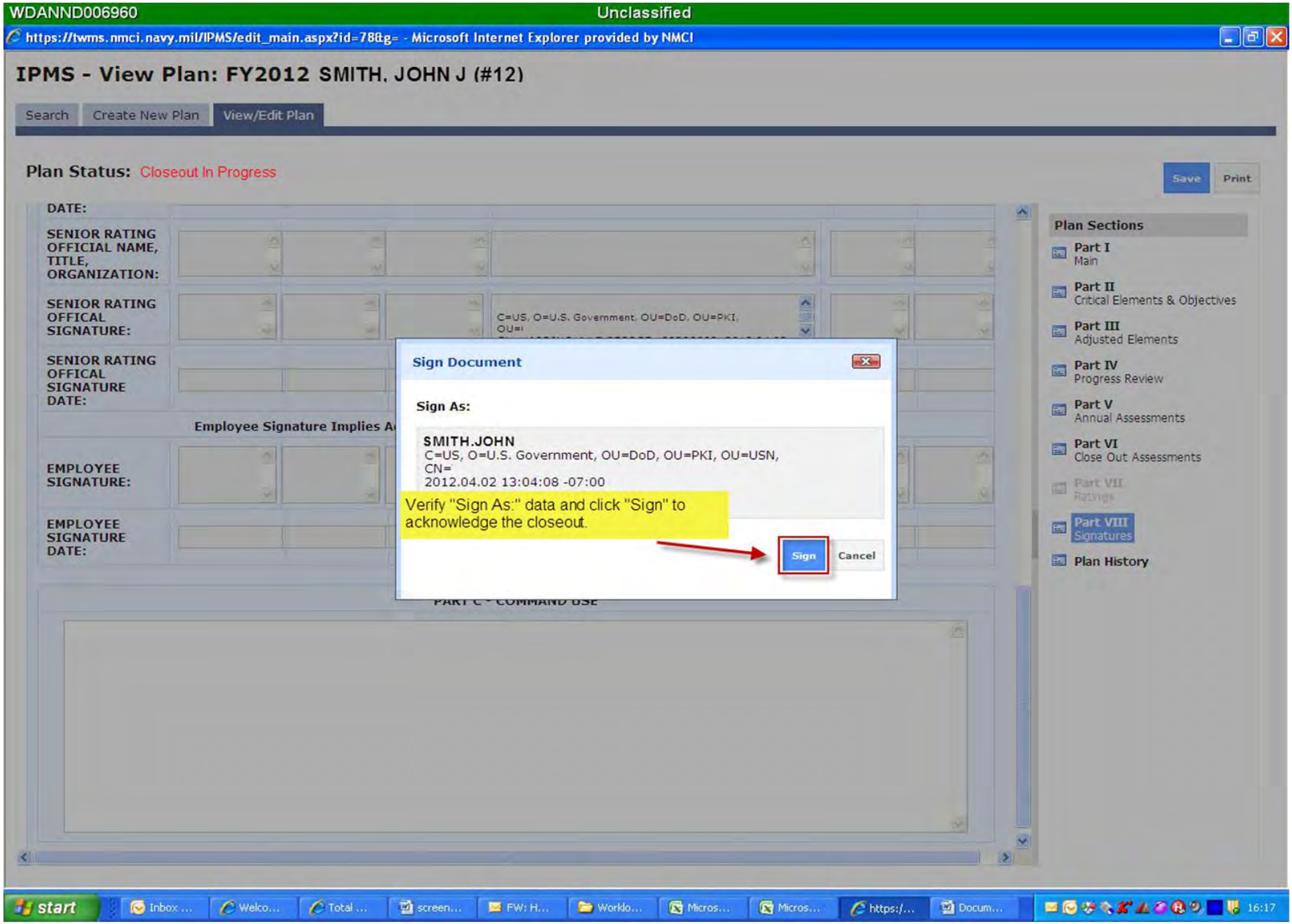
RATING OFFICIAL ASSESSMENT

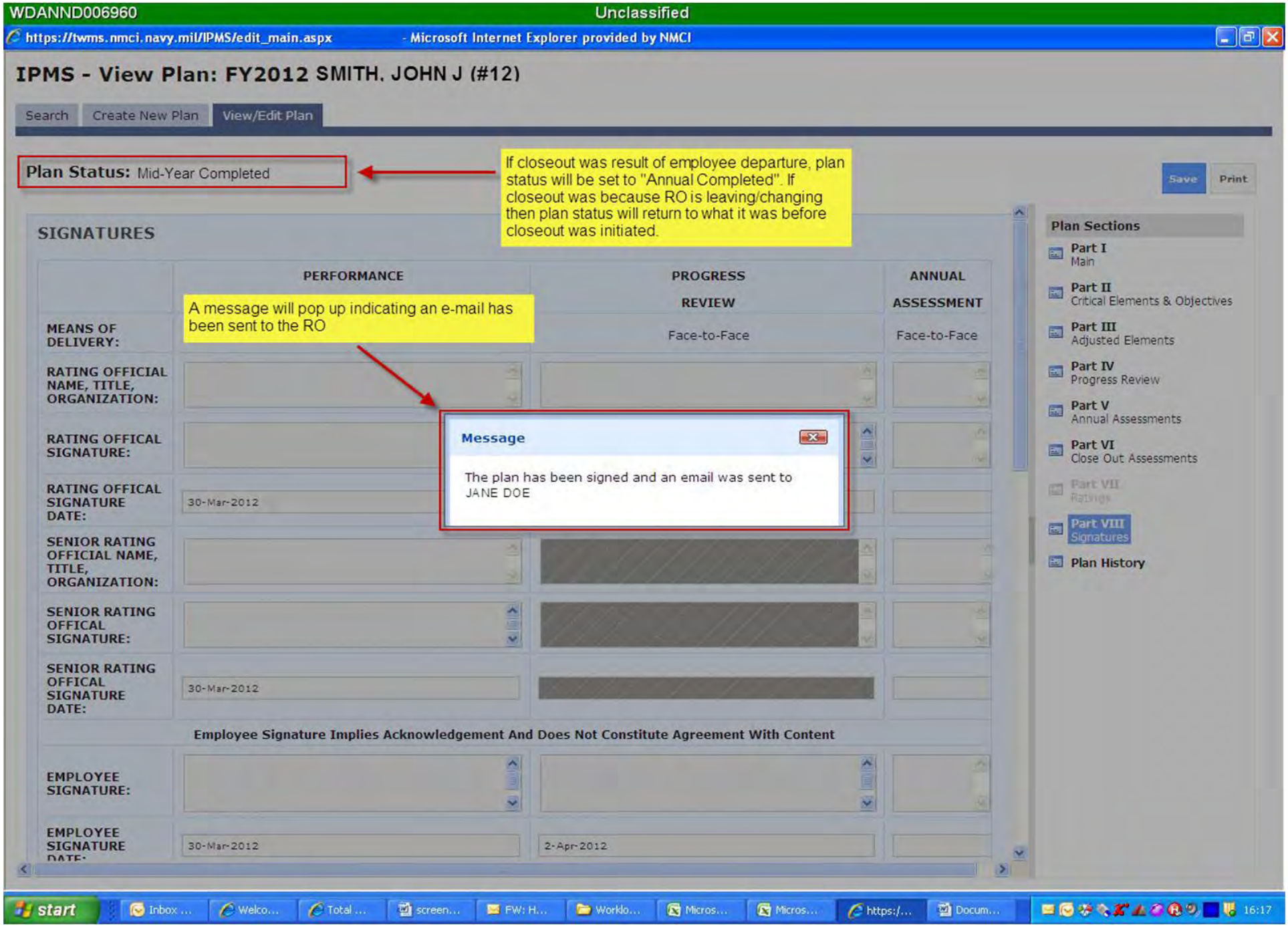
Conucr with employee self-assessment. Employee is on target to meet critical elements by end of year despite significant external challenges which have threatened to stall progress. Employee has adapted, redoubled their efforts on critical element all while improving customer service. Anticipate completion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

Plan Sections

- **Part I** Main
- **Part II** Critical Elements & Objectives
- **Part III** Adjusted Elements
- **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)
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:
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
Part VIII
Signatures
Plan History


WDANND006960
Unclassified
https://twms.nmci.navy.mil/IPMS/edit_main.aspx?id=78&g= - 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
Save
Print
DATE:
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:
SENIOR RATING OFFICAL SIGNATURE:
C=US, O=U.S. Government, OU=DoD, OU=PKI,
SENIOR RATING OFFICAL SIGNATURE DATE:
Employee Signature Implies A
EMPLOYEE SIGNATURE:
EMPLOYEE SIGNATURE DATE:
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
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
start
16:17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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: 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
PERFORMANCE
PROGRESS REVIEW
ANNUAL ASSESSMENT
A message will pop up indicating an e-mail has been sent to the RO
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
Message
The plan has been signed and an email was sent to JANE DOE
Employee Signature Implies Acknowledgement And Does Not Constitute Agreement With Content
EMPLOYEE SIGNATURE:
EMPLOYEE SIGNATURE DATE:
30-Mar-2012
2-Apr-2012
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
start
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