



CNTIC

★ FLEET ★ FIGHTER ★ FAMILY



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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- ***Final Disposition***



***ACCESSING IPMS TOOL FROM
TWMS SELF-SERVICE***



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:**
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- Tools/Actions:**
- Daily Muster
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- My IDP
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- 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-APP	
TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
HUMAN RESOURCES SPEC	GS	0201		

REQUIRED TRAINING AVAILABLE TRAINING

The following To access the IPMS Tool click the "IPMS" Link on the left navigation in TWMS Self Service. **not yet been completed.** To take a course on the left navigation in TWMS Self Service. If not yet completed, your training record will be updated. **To view what training is required, please click on the Training/Educ/Certs & Skills button from the Navigation Menu.**

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.

ID	REQUIREMENT	REQUIRED BY
481	• CNIC Civilian AT Annual requireme	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 1819052 DEC 08	09/30/2012

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



IPMS - Search

Search Create New Plan

IPMS# FY Status Closeout Adjustment Search

2012 --ALL-- --ALL-- --ALL--

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

Double-click name to access plan

Previous Next Page 1 of 1

(1) records found.

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

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

Search View/Edit Plan

Plan Status: **Mid-Year Completed**

Save Adjust **Closeout** Print

PLAN INFORMATION

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 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

FISCAL YEAR: 2012
START DATE: 10-Jan-2011
END DATE: 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 stage will be used for all critical elements. The supervisory performance standard is used only for supervisory critical elements. Select the appropriate

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

SMITH JOHN J

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

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

RATING OFFICIALS

RATING OFFICIAL
HUMAN RESOURCES SPEC N13

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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Plan Sections

- Part I Main
- Part II Critical Elements & Objectives
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- 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

ORIGINAL CRITICAL ELEMENTS

Plan status will update to "Closeout In Progress"

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

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 performance management. Relevant technical knowledge. This can be achieved by attending at least 1 HHS or OPM training course related to performance management.

Message [X]

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



***CLOSEOUT
EMPLOYEE SELF-ASSESSMENT
STEPS***



IPMS - Search

Search [Create New Plan](#)

IPMS# FY Status Closeout Adjustment

Page 1 of 1

Double-click name to access plan

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

Sort by:

(1) records found.

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

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: 2012
START DATE: 01-Oct-2011
END DATE: 30-Sep-2012

EMPLOYEE NAME (Last, First, Middle Initial): SMITH JOHN J
EMPLOYEE ID: 999999

POSITION TITLE: HUMAN RESOURCES SPEC
GRADE/STEP/SERIES: N13

ORGANIZATION: 00052 CDR NAVY INSTALLATIONS COMMAND

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

Plan Sections

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

RATING OFFICIALS

RATING OFFICIAL: JANE DOE HUMAN RESOURCES SPEC N13
SENIOR RATING OFFICIAL: HUGH MANN SUPV. HR SPEC N13

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

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

Search View/Edit Plan

Plan Status: **Closeout In Progress**

Submit To Supervisor Save Print

CLOSE OUT ASSESSMENT 1

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
- 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 Create New Plan View/Edit Plan

Plan Status: **Closeout In Progress**

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

Save Print

SIGNATURES

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

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.

Message [X]

An email was sent to JANE DOE

MEANS OF DELIVERY: File-to-face Face-to-face Face-to-face

RATING OFFICIAL NAME, TITLE, ORGANIZATION:

RATING OFFICIAL SIGNATURE:

RATING OFFICIAL SIGNATURE DATE:

SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:

SENIOR RATING OFFICIAL SIGNATURE:

SENIOR RATING OFFICIAL SIGNATURE DATE:

EMPLOYEE SIGNATURE:

EMPLOYEE SIGNATURE DATE:

Employee Signature Implies Acknowledgement And Does Not Constitute Agreement With Content

	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



***CLOSEOUT
RATING OFFICIAL ASSESSMENT
STEPS***



IPMS - Search

Search [Create New Plan](#)

IPMS# FY Status Closeout Adjustment

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

Double-click name to access plan

[Previous](#) [Next](#) Page 1 of 1

(1) records found.

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

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: 2012
START DATE: 01-Oct-2011
END DATE: 30-Sep-2012

EMPLOYEE NAME (Last, First, Middle Initial): SMITH JOHN J
EMPLOYEE ID: 999999

POSITION TITLE: HUMAN RESOURCES SPEC
GRADE/STEP/SERIES: N13

ORGANIZATION: 00052 CDR NAVY INSTALLATIONS COMMAND

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

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

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

RATING OFFICIALS

RATING OFFICIAL: JANE DOE HUMAN RESOURCES SPEC N13
SENIOR RATING OFFICIAL: HUGH MANN SUPV. HR SPEC N13

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 Expert

Selected Level: Entry Journey Expert
Supervisory: Yes No

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.

RATING OFFICIAL ASSESSMENT

Concur 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
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- Part VIII Signatures
- Plan History

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

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. Developed FAQs, canned e-mail responses, and policy guides.

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

Concur 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 VI Close Out 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

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:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
RATING OFFICIAL SIGNATURE:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
RATING OFFICIAL SIGNATURE DATE:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 Create New Plan View/Edit Plan

Plan Status: Closeout In Progress

Save Print

- 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

DATE:					
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:					
SENIOR RATING OFFICIAL SIGNATURE:				C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=	
SENIOR RATING OFFICIAL 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

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

MEANS OF DELIVERY:	PER	Face-to-Face	Face-to-Face	Face-to-Face
RATING OFFICIAL NAME, TITLE, ORGANIZATION:				
RATING OFFICIAL SIGNATURE:				
RATING OFFICIAL SIGNATURE DATE:				
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:				
SENIOR RATING OFFICIAL SIGNATURE:				
SENIOR RATING OFFICIAL SIGNATURE DATE:				
Employee Signature Implies Acknowledgement And Does Not Constitute Agreement With Content				
EMPLOYEE SIGNATURE:				
EMPLOYEE SIGNATURE DATE:				

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.

Message X

An email was sent to Mann, Hugh

- Plan Sections
- Part I Main
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- Part V Annual Assessment
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- 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



***CLOSEOUT
SENIOR RATING OFFICIAL
APPROVAL STEPS***



IPMS - Search

Search Create New Plan

IPMS# FY Status Closeout Adjustment Search

2012 --ALL-- --ALL-- --ALL--

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

Double-click name to access plan

Previous Next Page 1 of 1

(1) records found.

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

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: 2012 START DATE: 01-Oct-2011 END DATE: 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"

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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- Part VIII Signatures
- 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)
 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

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
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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
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- Part VI Close Out Assessments
- 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**

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 OFFICIAL SIGNATURE:	C=US, O=U.S. Government, C O=US			
RATING OFFICIAL SIGNATURE DATE:	11-May-2012			
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:				
SENIOR RATING OFFICIAL 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
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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

Plan Sections

- Part I Main
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- Part VI Close Out Assessments
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- Plan History

DATE:					
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:					
SENIOR RATING OFFICIAL SIGNATURE:				C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=#1	
SENIOR RATING OFFICIAL SIGNATURE DATE:					
Employee Signature Implies Approval					
EMPLOYEE SIGNATURE:					
EMPLOYEE SIGNATURE DATE:					

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.

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

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

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

Message

An email was sent to SMITH, JOHN

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



***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**

IPMS - Search

Search [Create New Plan](#)

IPMS# FY Status Closeout Adjustment

Page 1 of 1

Double-click name to access plan

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

Sort by:

(1) records found.

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

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: 2012
START DATE: 01-Oct-2011
END DATE: 30-Sep-2012

EMPLOYEE NAME (Last, First, Middle Initial): SMITH JOHN J
EMPLOYEE ID: 999999

POSITION TITLE: HUMAN RESOURCES SPEC
GRADE/STEP/SERIES: N13

ORGANIZATION: 00052 CDR NAVY INSTALLATIONS COMMAND

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

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RATING OFFICIALS

RATING OFFICIAL: JANE DOE HUMAN RESOURCES SPEC N13
SENIOR RATING OFFICIAL: HUGH MANN SUPV. HR SPEC N13

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

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

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

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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

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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.**

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- Part VI Close Out Assessments
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SIGNATURE DATE:	7 JUN 2012
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:	
SENIOR RATING OFFICIAL SIGNATURE:	C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=USN, CN= 1 17:06:39 -07:00
SENIOR RATING OFFICIAL SIGNATURE DATE:	11-Jun-2012
Employee Signature Implies Acknowledgement And Does Not Constitute Agreement	
EMPLOYEE SIGNATURE:	<input type="text"/>
EMPLOYEE SIGNATURE DATE:	



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

Search Create New Plan View/Edit Plan

Plan Status: Closeout In Progress

Save Print

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DATE:					
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:					
SENIOR RATING OFFICIAL SIGNATURE:				C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=	
SENIOR RATING OFFICIAL 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.

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

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	PERFORMANCE	PROGRESS REVIEW	ANNUAL ASSESSMENT
MEANS OF DELIVERY:	A message will pop up indicating an e-mail has been sent to the RO	Face-to-Face	Face-to-Face
RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
RATING OFFICIAL SIGNATURE:			
RATING OFFICIAL SIGNATURE DATE:	30-Mar-2012		
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
SENIOR RATING OFFICIAL SIGNATURE:			
SENIOR RATING OFFICIAL 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

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***