Memorandum

Date: October 24, 2013

To: All U.S. Geological Survey Employees

From: S. Kaye Cook /signed/
Bureau Human Resources Officer

Subject: 2013 Performance Appraisals and Awards Update

The purpose of this memorandum is to provide updated guidance, deadlines, and information about performance ratings and awards for fiscal year (FY) 2013.

Awards:

We do not have information or guidance on awards. Therefore, you should not document any award information on the appraisals at this time. Information about performance awards will be provided when guidance becomes available.

Performance Appraisals:

Performance appraisals should not be delayed pending Department of the Interior (DOI) guidance on awards.

The Human Resources Office is using electronic appraisals and review procedures bureau-wide for the 2013 rating period (October 1, 2012 through September 31, 2013). Hard copy appraisals should only be necessary in rare circumstances when an employee does not have access to the electronic appraisal form (DI-3100FY13 and DI-3100SFY13) in Sharepoint/Webforms. Human Resources will provide spreadsheet lists of each Center's employees as of the end of the fiscal year for use in ensuring all appraisals are completed.

All performance appraisals should be completed electronically and discussed with employees by December 2, 2013. Any interim ratings completed by a departing supervisor in the last 90 days of the rating period will be considered the annual summary performance rating. Since no award guidance has been provided, supervisors should not discuss awards with their employees. If awards are allowed, award information can be added to the DI-3100 or DI-3100S later.

To receive a rating, employees must have an established and signed plan that they worked under for a minimum of 90 days. If an employee's established performance plan was signed in Part A-1 after June 30, 2013, the rating period must be extended into FY 2014 to allow the employee to work under the plan for 90 days before a performance rating can be completed. Employees who were not on a signed plan by September 30, 2013, will be given a rating of "X" which denotes "not rated." Any within-grade increase (WGI) due to that employee would then be delayed until such time as a rating is completed.

New Deadlines for Performance Appraisals

All electronic performance appraisals for the 2013 rating period must be completed, discussed with employees, electronically signed by December 2, 2013.

Any hard copy performance appraisals must be completed, discussed with employees, signed by December 2, 2013 and submitted to the servicing Human Resources Office by December 31, 2013.

Reminders for the 2013 Performance Appraisal

All Performance Appraisal forms must have electronic signatures on Part A-1, A-2, A-3, (A-4 for DI-3100SFY13), Part B, and Part D. If an employee refuses to sign Part D, check the "Employee refused to sign" box in Part D.

A narrative summary must be written for each Critical Element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory. Narrative summaries should contain examples of the employee's performance relative to the measurable criteria that support the rating level assigned.

Overall summary ratings of Exceptional, Minimally Successful or Unsatisfactory must be reviewed and signed by the Reviewing Official before the Rating Official discusses the rating with the employee.

Contact your servicing Employee Relations Specialist if you plan to rate an employee as Minimally Successful (Level 2) or Unsatisfactory (Level 1) before discussing the rating with the employee.

Employees who receive a rating of Minimally Successful (Level 2) or Unsatisfactory (Level 1) may not receive a WGI.

Employees who received a WGI between July 1 and September 30, 2013, must be rated at least Fully Successful.

Establishing 2014 Performance Plans

The deadline for establishing plans for 2014 has been extended **to December 31, 2013,** due to the furlough. Performance plans for 2014 must be created in the appropriate library (DI-3100FY14 or DI-3100SFY14) in Sharepoint/Webforms located at https://webforms/usgs.gov/Pages/default.aspx.

Information about the performance management system is located at http://www.usgs.gov/humancapital/pc/index.html.

If you have any questions about the performance appraisal process, please contact your servicing Employee Relations Specialist.