



United States Department of the Interior

IN REPLY REFER TO

BUREAU OF INDIAN AFFAIRS
Human Resources Office – BIE
1011 Indian School Road, Suite 150
Albuquerque, New Mexico 87104

Memorandum

JUL 10 2009

To: All Education Line Officers
All School Principals/Administrators
President, Haskell Indian Nations University
President, Southwestern Indian Polytechnic Institute
Bureau of Indian Education Supervisors and Managers

From: Human Resources Officer – BIE *Kay Hays*

Subject: Bureau of Indian Education Employee 5-Level Performance Appraisal Program

This is a reminder to all rating officials that the performance summary rating period of all Bureau of Indian Education (BIE) employees is July 1 through June 30. The 2008-2009 rating period ended on June 30, 2009. The rating official should now be in the process of or have completed the review of their employees 5-Level Performance Appraisals and prepare this year's annual record of rating. The 5-Level Performance Summary rating should be completed within 30 days following the end of the appraisal period (June 30, 2009).

Rating officials should keep a copy of the completed and signed evaluation for their files, provide a copy of the completed and signed evaluation to the employee, and send the original evaluation to the BIE Human Resources Office as soon as possible but no later than August 30. Upon receipt in the Human Resources Office the Performance Appraisal is then encoded into our Federal Payroll Personnel System (FPPS). It is important to remember that a Performance Based Award cannot be processed without the Performance Appraisal being completed and encoded. **Rating officials will continue to forward the completed and signed Employee Performance Appraisal Plans (EPAP) for CE and CY employees with the contract renewal packages.**

Under Departmental Policy 370 DM 430, an employee must be rated at Level 4 (Superior) or Level 5 (Exceptional) to be eligible for an award for sustained superior performance. Employees rated at Level 5 (Exceptional) may be considered for a performance award. Supervisors and managers have the flexibility to recognize employees using any of the following forms of recognition or combination thereof (i.e., Individual Cash Award and Time off Award):

- Exceptional (Level 5): Eligible for an individual cash award up to 5 percent of base pay; a Quality Step Increase; Time Off Award; or other appropriate equivalent recognition.
- Superior (Level 4): Eligible for an Individual Cash Award up to 3 percent of base pay; Time Off Award; Non-Monetary Award; or other appropriate equivalent recognition.
- Fully Successful (Level 3): Ineligible for any performance-based award

Preparing for the 2009-2010 Rating Period

For the 2009-2010 rating period, the Employee Performance Appraisal Plan (EPAP) forms, DI-3100S (for supervisory employees) and DI-3100 (for non-supervisory) employees will continue to be utilized. Both forms are dated September 2007 and all previous editions are obsolete and may not be used. Both forms, as well as additional performance-related information, are available on the BIE Human Resources Website: www.oiephr.bia.edu.

Please ensure that all rating officials in your organization receive a copy of this reminder and complete their performance ratings in a timely manner. It is important to remember to review the Performance Management Program and seriously consider attending a “Keys to Writing Effective Performance Standards Class” – next scheduled class at the National Indian Program Training Center is scheduled for January 12-14, 2010, this is one of many that have been previously offered.

Performance related questions should be directed to your servicing Employee & Labor Relations Specialist in this office. As managers and supervisors we must be very cognizant of making sure all our employees are on a 5-Level Performance Appraisal. As always thank you for your prompt attention.