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Memorandum

Date: March 13, 2017
To: All U.S. Geological Survey Supervisors and Managers
From: Julie V. Wozniak
Deputy Associate Director for Human Capital
Subject: Employee Performance Plans and Progress Review

This is a reminder that it is now time for managers/supervisors to meet with their employees to discuss their progress in meeting their critical elements and standards.

Progress review meetings should be conducted with the employees' mid-way through the rating period. The meetings should discuss the employee's performance as it relates to each critical element and standard in the DI-3100/DI-3100S. These discussions are opportunities to not only provide feedback about successful performance, but to address any performance improvement or developmental needs of the employee that should be achieved prior to the end of the rating period. Any written feedback or recommended training can be noted on the Continuation Page of the performance appraisal form.

Upon completion of the progress review meeting, the rating official will sign Part B then email the form to the employee for his/her electronic signature in Part B.

Once the midyear feedback is signed by the employee and supervisor on the electronic form, the form locks and changes cannot be made to the performance elements and standards. If any elements or a standard(s) in the performance plan need revision after it locks, they can be made on the Continuation Page up until July 1, 2017, with the following statement, "These changes have been discussed with the employee and they are aware that they will be rated on these changes at the end of the rating cycle."

It is very important for employees to receive a timely performance plan since employees must work under signed established standards at least 90 calendar days in order to receive a rating of record. New employees, or those employees assigned to a new position, should receive a performance plan within 60 days of entrance on duty or assignment to the new position. Supervisors should be aware that when an employee does not have a rating of record and they become eligible for a within grade increase (WIG), the WIG will be delayed until the employee is placed on a performance plan and receives a rating of record.

Supervisors are required to deny any within-grade increases for employees not performing at the

fully successful level until their performance improves. If an employee is not performing at the fully successful level, please consult your servicing Employee Relations Specialist.

If you have questions about the performance management system, please consult your servicing Employee Relations Specialist in your servicing Human Resources Office or go to www.usgs.gov/humancapital/pc/index.html for additional information.