



United States Department of the Interior



BUREAU OF INDIAN AFFAIRS
Washington, D.C. 20240

IN REPLY REFER TO:

FEB 03 2005

Memorandum

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

From: Acting Director, Office of Indian Education Programs (OIEP) *Edward Passiar*

Subject: Department of Interior (DOI) 5 Level Performance Management System

The DOI 5-Level Performance Management System Policy has been released for implementation via Departmental Manual Part 370 DM 430 (October 4, 2004), effective January 1, 2005. Our (OIEP) request to continue the current Performance Appraisal period of July 1 to June 30 has been approved by Memorandum dated January 6, 2005. OIEP organizations will implement the new 5-level Performance Appraisal System July 1, 2005 (to coincide with the 2005 school year contracts). In the interim, the current Achieved/Non-Achieved (two-Level) DOI Performance Appraisal System will remain as is. This interim period will allow for training of all OIEP employees, managers and supervisors on the new DOI 5-Level Performance Management System.

Attached to this Memorandum are instructions for accessing the DOI 5-Level Performance Management System training module, through the Internet, for Line Officers, Principals and OIEP supervisors/managers to begin training their employees. This course provides supervisors, managers and employees with an overview of the new Performance Management System and gives the resources necessary for developing fair and effective employee performance appraisal plans for all OIEP employees.

To ensure that all OIEP supervisors and employees fully understand the new policy and procedures, a computer compact disk (CD) is enclosed with this memorandum that contains:

- An electronic copy of this letter
- Internet Training Access Instructions
- Departmental Manual Release dated 10/04/04
- The Performance Appraisal Handbook (A guide for Managers/Supervisors and Employees)
- A copy of DI-3100, the USDOJ Employee Performance Appraisal Plan

All information is also available for download from the Human Resources website www.oiephr.bia.edu for use by Education Line Officers, Principals and OIEP Managers/Supervisor for distribution to their respective schools and employees.

Once the on-line training has been successfully accomplished, each employee will be able to print a certificate to verify that they have completed this training module. A copy of the certificate must be forwarded to their supervisor. Supervisors and Managers are responsible for assuring that completion and certification by all their subordinate staff is accomplished. Principals will certify to the Education Line Officer that all employees have completed the training, assuring a copy of a signed certification form is on file at their school and/or respective location. . The Education Line Officer and/or OIEP Manager/Supervisor will certify by memo to the Human Resources Office that all training is completed no later than April 30, 2005.

Appropriate new hire "checklists" for permanent and temporary employees should be updated to include this training requirement for all newly hired employees. As new hires come on board it is the responsibility of Principals and Education Line Officers to certify completion of training.

If you have any questions regarding this new 5-Level Performance Appraisal System training module, please contact Sandi Fletcher, Human Resources Specialist at sfletcher@bia.edu or 505-248-6969 or Kay Hayes, Human Resources Officer at khayes@bia.edu or 505/248-6363.

Enclosures