



United States Department of the Interior

FISH AND WILDLIFE SERVICE

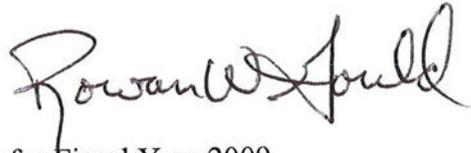
Washington, D.C. 20240

In Reply Refer To:
FWS/ABHC/HC/042577

OCT 01 2009

Memorandum

To: All SES and SL Members

From: Deputy Director - Operations 

Subject: Performance Accomplishments for Fiscal Year 2009
Due: October 20, 2009

Well, it's that time of year again – time to prepare your performance accomplishments for Fiscal Year 09. Accordingly, following are guidelines and instructions for reporting your achievements and completing your performance appraisal.

SES Performance Plan and Accomplishment Reporting Application (SES PPARA):

Again this year, we will be using the Cognos, web-based application, SES PPARA, to report your accomplishments. Specific direction and guidance in using this application are contained in the attached PARA User's Guide. The User's Guide can also be found at <http://www.fws.gov/Planning/Documents/SES%20Users%20Guide%202009.doc>.

It is essential that you review the User's Guide and follow the instructions for successfully reporting your accomplishments and completing your performance appraisal. All accomplishments must be entered into the web-based application no later than October 20, 2009, as the Director's Office will begin conducting performance appraisal reviews during the Directorate meeting scheduled the following week.

Additionally, we will be hosting two web casts scheduled for the following dates and times to demonstrate the web-based application and to answer any questions.

- Monday, October 5, 2009, at 1 pm EST
- Tuesday, October 6, 2009, at 1 pm EST

Attached are the instructions for accessing the web cast.

Noteworthy Changes to the SES Performance Plan and Accomplishment Reporting Application:

Following is a summary of changes to the web based application from last year which are covered in the User's Guide and which will also be discussed during the web casts.

All Performance Elements: Self-ratings have been eliminated. All ratings, both for individual elements and overall performance, will be assigned by the Director's Office.

Element 2 – GPRA/PART: A performance "Summary" link has been added and will provide backup documentation for Regional Directors, tallying the number and percent of GPRA and PART measures met. This information will be available October 7, 2009.

In addition, Regional Directors are strongly encouraged to use the "Summary of Accomplishments" section of the application if extenuating circumstances beyond your control prevented you from meeting GRPA/PART targets.

Elements 3 – 7: Commitment boxes to be checked if achieved have been removed. However, the performance rating thresholds still apply as follows provided your accomplishments were performed and illustrated in such a manner that meet the Department's definitions for the various levels of performance.

- Greater or equal to 90 percent of commitments accomplished equal an Exceptional rating.
- Eighty to 89 percent of commitments accomplished equal a Superior rating.
- Seventy to 79 percent of commitments accomplished equal a Fully Successful rating.
- Sixty to 69 percent of commitments accomplished equal a Minimally Successful rating
- Below 60 percent equal an Unsatisfactory rating.

Documenting Performance Accomplishments:

As you are aware, the Department has allotted limited space to document your achievements for the year. Hence, while you must be detailed, you must be cognizant of the limited space and articulate your accomplishments in a succinct style. In order to receive the highest rating possible within each of your performance elements, you must ensure your written documentation touches upon each of your performance commitments that have been achieved.

Specific Element Ratings:

You will receive a separate rating for your performance on each of your elements. Following are the rating definitions for the various levels of performance for each

performance element as issued by the Department and for which your performance will be assessed against.

Exceptional – Consistently delivered on assignments and commitments; displayed outstanding leadership in promoting the organization’s strategic goals and initiatives; demonstrated the highest level of integrity and accountability in achieving program and management goals. Contributions had an impact beyond his or her immediate purview. Executive exerted a major positive influence on management practices, operating procedures or program implementation, which contributed substantially to organizational change, growth and recognition. Executive’s expertise, advice and opinions are sought and respected by peers.

Superior – Performance is between the levels described for Exceptional and Fully Successful. Performance outcomes and results of the executive’s leadership surpassed expectations by exceeding the majority of performance requirements. Effectiveness and contributions may have had an impact beyond the executive’s purview and performance is well beyond what is expected or required for the position. Executive consistently demonstrated the highest level of integrity and accountability in achieving program and management goals. Executive served as a source of leadership and motivation for peers and subordinates.

Fully Successful – Performance demonstrates the Fully Successful level of accomplishment through observable outcomes or achievement of or substantial progress toward agreed-upon critical action, objective, and/or desired result. Expectations were consistently met with solid, dependable performance. Performance reflects notable achievements and executive regularly demonstrated the ability to meet the difficult and complex requirements inherent in SES positions, while consistently demonstrating the highest level of integrity and accountability in achieving all program objectives and management goals.

General Guidelines for Determining Ratings on Performance Elements:

In order to receive an “Exceptional” performance rating for a performance element, not only must you achieve all of your commitments notwithstanding extenuating circumstances beyond your control, but your summary of accomplishments must be documented in such a fashion that it meets the Department’s definition for exceptional performance.

If you have 5 or more commitments under a performance element, and you achieve all with the exception of one, notwithstanding extenuating circumstances beyond your control, you may receive a “Superior” rating provided your documentation of accomplishments meets the Department’s definition.

Annual Summary Rating:

Your final overall performance rating will be determined by using the formula below, taking into consideration the ratings for the Departmentwide element and each position-specific element. The following definitions describe the minimums for each rating level. If your individual ratings on the elements meet the definition for a higher summary rating level, the higher summary rating applies.

Exceptional – Rated exceptional on 75% or more of the elements; no elements rated below Superior.

Superior – Rated Superior on 75% or more of the elements; no elements rated below Fully Successful.

Fully Successful – Rated Fully Successful or higher on all elements.

If your performance plan has:

- 7 elements total, 75% equals 6 elements
- 6 elements total, 75% equals 5 elements
- 5 elements total, 75% equals 4 elements
- 4 elements total, 75% equals 3 elements

Questions concerning your performance plans or the reporting of accomplishments should be directed to Laurie Gillespie in the Division of Human Capital at 703-358-2114.



SES Performance Planning and Accomplishment Reporting Application User's Guide

US Fish and Wildlife Service

Updated September 2009

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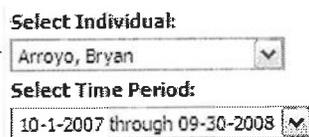
SES Performance Plans and Accomplishment Reporting

In FY2008, the Department of the Interior (DOI) submitted and had approved a new application for reporting SES accomplishments. This form was identically reproduced as a Cognos, web-based application. SES members will now be able to access their plans from past years as well as the current year by visiting a single folder within the SES accomplishment reporting application. Service guidelines were set up around the 9-page form to enable SES members to more easily understand the rules in setting up the form. This piece of the training will outline these rules as well as the functionality of the web-based application. In order to access this application, users must have a Cognos report license. For questions regarding licenses, please contact the Division of Cost and Performance Management (DCPM) Help Desk at 703.358.2589 (fws_cpm@fws.gov). For questions relating to commitments or DOI guidelines, please call Laurie Gillespie in HQ HC at 703.358.2114 (laurie_gillespie@fws.gov).

1.1 Accessing the SES Performance Plan and Accomplishment Reporting Application (SES PPARA)

Navigate to the Service's SES PPARA website at <http://www.fws.gov/Planning/Planning/Guidance.aspx>.

1. Select the 'FY2009 FWS-DOI Performance Planning and Accomplishment Reporting Application' link.
2. This will link you directly into the SES PPARA application. If you have trouble accessing the application, please call the DCPM Help Desk at 703.358.2589.
3. Next, select the SES member you are working with in the dropdown from the upper left of the screen. In future years, you will be able to come back to the system and choose a Time Period to look back over for review.



The screenshot shows two dropdown menus. The first is labeled 'Select Individual:' and has 'Arroyo, Bryan' selected. The second is labeled 'Select Time Period:' and has '10-1-2007 through 09-30-2008' selected.

Figure 1 - Select the SES member you are working with from the dropdown menu.

1.1.1 Setting and Reporting on Performance Commitments

Each year, SES members are required to develop performance commitments in accordance with their supervisor. These commitments will now be captured in the SES PPARA. This section will demonstrate how to enter the commitments into the web-based application.

There are seven* elements that each SES member can report performance to in a given Fiscal Year. They are:

1. Element 1 (mandatory): Standard DOI-wide commitments.
2. Element 2 (mandatory): GPRA/PART responsibilities. For Regional Directors, the backup to these will be the measure-by-measure GPRA and PART applications. For all other SES members, the commitment will be oversight responsibilities in setting and achieving these targets which will be boilerplate text provided by HQ HC.
3. Element 3 (mandatory): RD/AD Commitments using the context of Strategic Habitat Conservation/Cooperative Landscape Conservation (Partnering).
4. Element 4 (mandatory): Director's Critical Commitments.
5. Element 5 (mandatory): RD/AD Commitments using the context of Climate Change.
6. Element 6 (optional): Programmatic or Region-specific issues/initiatives/accomplishments.
7. Element 7 (optional): Additional priorities and/or unforeseen circumstances/successes. To be used only where necessary.

*These may be changed with your supervisor's approval.

1.1.2 Entering/Editing Performance Commitments

SES members must have commitments for six elements. Elements 1 and 2 are already described for each SES member, however you must document individual goals/commitments for Elements 3-6 (and/or 7, if applicable). Navigate to Element 3 of the SES PPARA by doing the following:

1. Click the 'Elements 2-4' link under the 'Commitments' heading in the Navigation Pane to the left of the SES PPARA. The first time you click this link, it may take a minute to load. However, performance will speed up afterwards.

Table of Contents
Overview and Ratings Summary
Element and Rating Definitions
Commitments
Element 1
Elements 2-4
Elements 5-7
Accomplishments
Elements 1-2
Elements 3-4
Elements 5-7
Element 7
View Template(PDF)

Figure 2 - Choose the Performance Commitment from the Table of Contents

- Next, click on the link for 'Click to View Details' next to the words Element 3 in the main form to the right of the navigation pane.

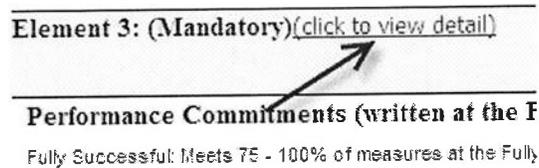


Figure 3 - Entering a new Performance Commitment.

- To add a new commitment, select the  icon as shown in Figure 4.

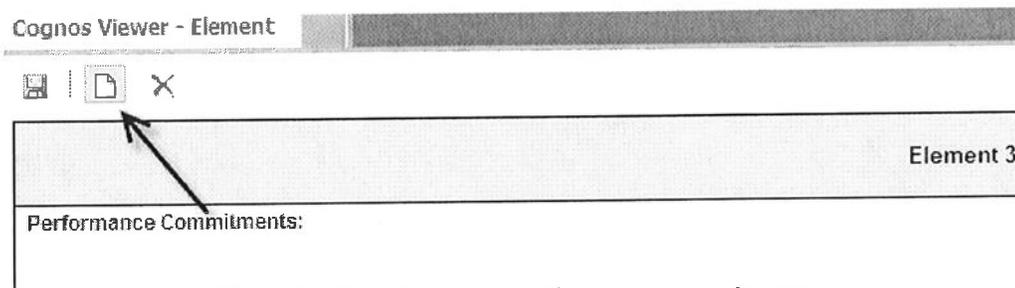


Figure 4 - Inserting a new performance commitment.

- Figure 5 shows the box that will appear after you perform Step 3. The text box that appears is limited to 250 characters. However, you may add multiple commitment boxes. Remember, the total amount of text that you put in **must** fit inside the allotted space per DOI rules. You can test this by running the PDF version at any time (refer to Step 7).

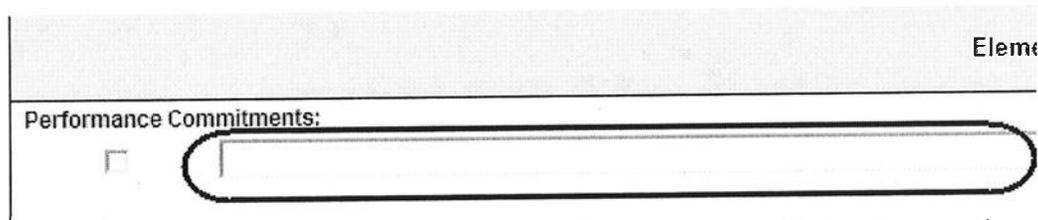


Figure 5 - Type in the Performance Commitment. You can also copy text into this box from another application by right-clicking and 'paste'.

5. Before you move on, Save! Click on the  icon that is shown above in Figure 4. Click this button often because if you navigate to another page without saving, you will lose your information.
6. Repeat steps 4 and 5 until you have entered all of your performance commitments for the element you are working on. You must describe **at least two, but no more than six** critical actions, objectives, and/or results that you will then be expected to accomplish during the performance rating period. Remember to click the save  icon before moving on.
7. Run the PDF after you have finished all of the commitments for a particular Element to ensure the text fits inside the space that DOI has allotted in the form. In the upper right-hand side of the screen, select the PDF option as shown in the diagram below.

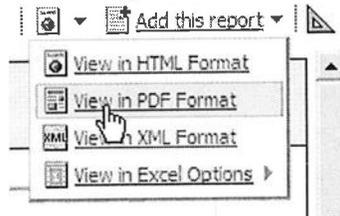


Figure 6 - Run application as a PDF.

8. At the top of the screen, click on the  icon as indicated in Figure 7.

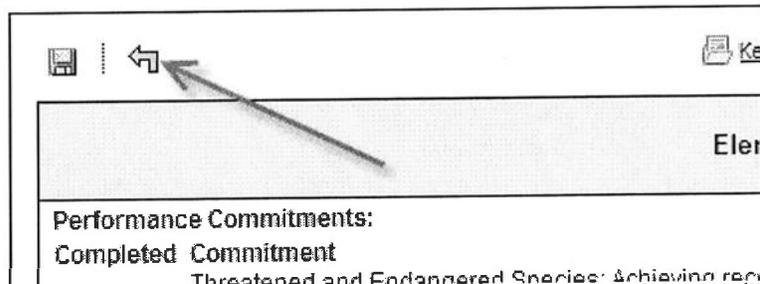


Figure 7 - This figure shows you how to return the main part of the Application.

9. Repeat above steps to add commitments to additional elements.

1.1.3 Reporting Performance Accomplishments and Narratives

At the end of each Fiscal Year, SES members must report on their accomplishments. SES members will use the SES PPARA to meet this requirement. The process is similar to entering a new metric, except that there are four parts.

1. Last year, you were asked to check off the commitments you achieved during the FY. **The check boxes have been removed for FY09** but the number/percent of commitments you were able to achieve should correlate with the narratives you write in next steps. Performance rating thresholds for percent of commitments achieved are still as follows:

a. Exceptional	90-100%
b. Superior	80-89%
c. Fully Successful	70-79%
d. Minimally Successful	60-69%
e. Unsatisfactory	50-59%

You should use this scale and your percent of successful commitments to support the narratives you write. For example, if you had 5 commitments for Element 3 and you successfully achieved 4 of them ($4/5 = 80\% = \text{“Superior”}$), you should write narratives that support a “Superior” rating.

2. The second part is a Summary of Accomplishments. This is your chance to write a short narrative for each element describing your accomplishments. This part of the form will only be seen by your supervisor and will not be forwarded to DOI as it is not part of the official form. This is to ensure you have adequate room to address your Accomplishments outside of the DOI form.
3. The third piece is an Executive Summary of Accomplishments. **This is a DOI-mandated field** that is extremely short. Your answer must fit into the pre-defined space as required by DOI.
4. The fourth part is to write an initial Supervisor’s Justification for Rating. Your supervisor will use this paragraph to help them write the Justification for Rating. Again, this box is very small per DOI rules.

1.1.4 Entering/Editing Performance Accomplishments and Narratives

To begin the accomplishment reporting process, do the following:

1. Click on the Element you wish to work on under the ‘Accomplishments’ heading of the left-side navigation panel.
2. Next, click on the link for ‘Click to View Details’ next to Element.

Element 3: (Mandatory) (click to view detail)

Executive's Summary of Accomplishments:

Rating: Exceptional Superior Fully

Supervisor's Justification for Rating:

Figure 8 - Reporting on Commitments.

- For Elements 3-6 (and/or 7), you will see the commitments you documented at the beginning of the performance process. While you do not have to check which commitments you achieved for FY09, you should refer to them with regard to your success when writing narratives. Skip this step for Elements 1 and 2 as there are no individual commitments.

New for FY09: Element 2: GPRA/PART Success Summary Document for Regional Directors

An Element 2 (GPRA & PART) performance summary link will provide backup documentation for RDs, tallying the number and percent of GPRA and PART measures that met at least 75% of their targets. This is directly linked to EP and should be used as a reference to support the narratives you write to for Element 2

RDs will see this “backup” documentation next to Element Two as shown in Figure 9.

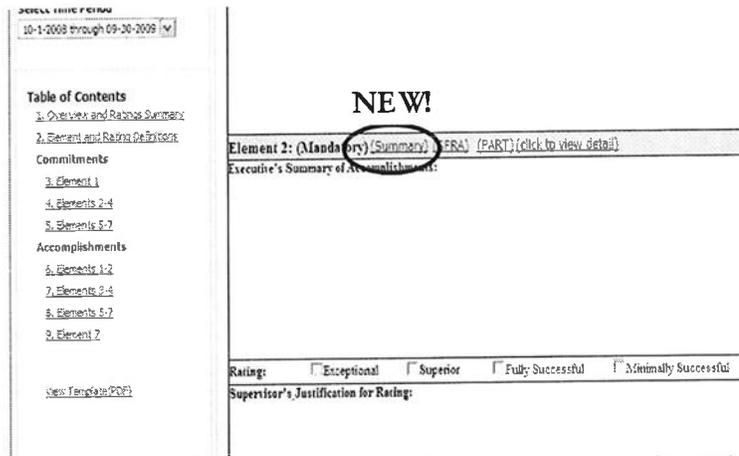


Figure 9 - Links to Backup Documentation for RDs with GPRA/PART

Regional Directors are strongly encouraged to use the “Summary of Accomplishments” section of the application if extenuating circumstances beyond your control prevented you from meeting GPRA/PART targets. This narrative does not go to the Department but is seen by the Director’s Office.

- All mandatory elements require you to add context in support of your accomplishments. Figure 10 shows the box where you will type your Summary of Accomplishments. The character limitation is 3000. This should give you about ¾ of a page to write. This portion of the summary will be only visible to your supervisor, not DOI. Remember you can work in another software such as Microsoft Word and paste into this box. This box does not expand, but the character count will let you know when you run out of room. **Remember to click the Save icon in the upper left-hand portion of your screen while you work.** You may return to this screen at any time to update your text until the closing date.

Copper Development and Rehabilitation Plan Habitat Plan and Implement
Fish Habitat Action Plan

Summary of Accomplishments: You have of 3000 characters left

Executive Summary of Accomplishments: You have of 1500 characters left

Figure 10 - Type in your Summary of Accomplishments for Element 3.

5. Next, type in the Executive Summary of your Accomplishments. You'll notice that this space is limited to 1500 characters in order to fit DOI's pre-existing form. Again, this is the only space allotted for the Executive Summary. Use the PDF function to ensure your write-up fits inside the box.
6. Last, type in a draft of the Supervisor's Justification for Rating. You'll notice that this space is limited to 1500 characters in order to fit DOI's pre-existing form. Again, this is the only space allotted for the Supervisor's Justification. This space is actually a bit smaller than the Executive Summary on DOI's form. Use the PDF function to ensure your write-up fits inside the box.
7. Click on the 'back' button in the SES PPARA toolbar as identified in Figure 11, to navigate back to the main form. Repeat the steps above until you have added performance summaries to all mandatory elements.



Figure 11 - "Back" button returns you to the main part of the Application.

For questions regarding licenses, please contact the Division of Cost and Performance Management (DCPM) Help Desk at 703.358.2589 (fws_cpm@fws.gov). For questions relating to commitments or DOI guidelines, please call Laurie Gillespie in HQ HC at 703.358.2114 (laurie_gillespie@fws.gov).

Participant Instructions for Ready-Access Web Meeting

1. Dial the Conference Call number on a touch-tone phone: **800-851-3547**. You will be prompted for an access code: **6372995**. You will be placed on hold until the Host joins the meeting.
2. Log in to the slide presentation by typing: <http://www.globalcrossing.com/conferencing> into a browser. The following screen will appear:



3. Click on "Join as a Participant" found under the Quick Links - Web Meeting.
4. When the Join A Conference box opens, type in the phone number for the conference and the access code and click submit.

Join a Conference

Phone Number: Required

Access Code: Required

5. When the Participant Registration Box opens, type in your Name and click Submit.

Participant Registration

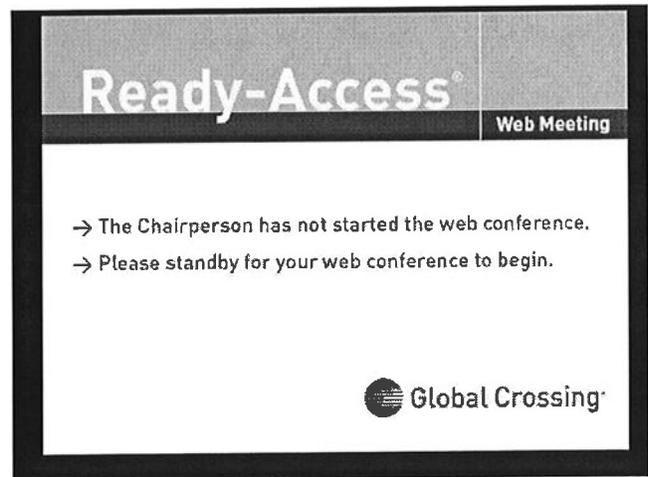
Name Required

Email

Phone

Company

6. This is the screen that will be displayed until the Host starts the conference. Once the host starts the conference, you will automatically be placed into the conference. If a password is set to start the conference, the Host will provide that information via the conference call.



7. Here are a few features that each participant can use during the conference call. For example, the Host may ask you to mute your phone for the call until the slides are complete, you can press *6 to Mute your line. When you are ready to ask a question, you can unmute your line by pressing *7.

PARTICIPANT OPTIONS AND COMMANDS	
Conveniently, each participant can choose from these commands during the conference.	
Command	Feature
* 6	Mute line
* 7	Unmute line (cannot override the Chairperson)
* 9	Automated roll call (if activated)
* #	Count participants
0 0	Ask for operator
* *	List available commands