



SES Performance Planning and Accomplishment Reporting Application User's Guide

US Fish and Wildlife Service

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Contents

	Page
SES Performance Plans and Accomplishment Reporting	1
1.1 Accessing the SES Performance Plan and Accomplishment Reporting Application (SES PPARA)	1
1.1.1 Setting and Reporting on Performance Commitments	2
1.1.2 Entering/Editing Performance Commitments	2
1.1.3 Reporting Performance Accomplishments and Narratives	4
1.1.4 Entering/Editing Performance Accomplishments and Narratives	4

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 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 10-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 an application license. Only specific persons are given access to their particular Executive's plan to ensure privacy of the plans.

For questions regarding licenses, please contact the Division of Conservation Business Management (DCBM) Stephen Keith at 703.358-1773 (stephen_keith@fws.gov) or Kevin O'Brien at 703.358.2089 (kevin_obrien@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 '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 contact the DCBM Stephen Keith at 703.358.1773 (stephen_keith@fws.gov) or Kevin O'Brien at 703.358.2089 (kevin_obrien@fws.gov).
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.

Select Executive:
Sheehan, Denise ▼

Select Rating Period:
10-1-2012 through 09-30-2013 ▼

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

1. Element 1 (mandatory DOI-wide): Standard DOI-wide commitments.
2. Element 2 (mandatory DOI-wide): Standard DOI-wide commitments.
3. Element 3 (mandatory Service-wide): Strategic Habitat Conservation (Partnering)
4. Element 4 (mandatory Service-wide): Surrogate Species.
5. Element 5 (mandatory): RD/AD Commitments of Regional and/or National significance.
6. Element 6 (mandatory): RD/AD Commitments of Regional and/or National significance.

*These may change from year to year and/or possibly 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. Navigate to Element 3 of the SES PPARA by doing the following:

1. Click the 'Element 3' link under the 'Performance Elements' 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

[1. Overview of Ratings Summary](#)

[2. Element and Rating Definitions](#)

Performance Elements

[3. Element 1 \(Commitments\)](#)

[4. Element 1 \(Accomplishments\)](#)

[5. Element 2](#)

[6. Element 3](#)

[7. Element 4](#)

[8. Element 5](#)

[9. Element 6](#)

[10. Privacy Notice](#)

[View Template\(PDF\)](#)

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

- Figure shows the box that will appear after you perform Step 2. The text box that appears is limited to 250 characters. 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 5).

Element 3: (Mandatory)	Link to Strategic Plan/Organizational Goals:
Performance Commitments (written at the Fully Successful level)	
Surrogate Species	

Figure 3 – Type in the Performance Commitment. You can also copy text into this box from another application by right-clicking and ‘paste’.

- Before you move on, Save! Click on the save icon . Click this button often because if you navigate to another page without saving, you will lose your information.**
- Repeat steps 1 and 2 until you have entered all of your performance commitments for the elements 3 through 6.** Remember to click the save  icon before moving on from each element.
- 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.

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 two parts.

1. The first piece is an Executive Summary of Accomplishments. **This is a DOI-mandated field** that is about 2000-2500 characters long. Your answer must fit into the pre-defined space as required by DOI.
2. The second 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 (about 250 characters) 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 'Performance Elements' heading of the left-side navigation panel.

Performance Elements

[3. Element 1 \(Commitments\)](#)

[4. Element 1 \(Accomplishments\)](#)

[5. Element 2](#)

[6. Element 3](#)

[7. Element 4](#)

[8. Element 5](#)

[9. Element 6](#)

[10. Privacy Notice](#)

[View Template\(PDF\)](#)

Figure 4 - Choose the Performance Element from the Table of Contents

2. For all Elements 1-6 you will see the commitments you documented at the beginning of the performance process. (Remember that elements 1 and 2 have DOI-standard text. Also because element 1 is so long, it appears on a separate page form where you record your accomplishments.)

Element 3: (Mandatory)				
Executive's Summary of Accomplishments:				
<input type="checkbox"/> Exceptional	<input type="checkbox"/> Superior	<input type="checkbox"/> Fully Successful	<input type="checkbox"/> Minimally Successful	<input type="checkbox"/> Unsatisfactory
Supervisor's Justification for Rating:				

Figure 5 - Type in your Summary of Accomplishments for Element 3.

3. Next, type in the Executive Summary of your Accomplishments. You'll notice that this space is limited to **2500** 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.
4. Last, type in a draft of the Supervisor's Justification for Rating. You'll notice that this space is limited to **250** characters in order to fit DOI's pre-existing form. Again, this is the only space allotted for the Supervisor's Justification. Use the PDF function to ensure your write-up fits inside the box.
5. **Before you move on, Save! Click on the save icon . Click this button often because if you navigate to another page without saving, you will lose your information.**
6. **Repeat steps 1 - 4 until you have entered all of your performance commitments for the elements 3 through 6.** Remember to click the save  icon before moving on from each element.
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.

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