



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

September 16, 1993

PERSONNEL MANAGEMENT LETTER NO. 93-16 (430) (540)

SUBJECT: Appraising Performance of Employees on Long Term
Developmental Assignments

The purpose of this issuance is to reissue and extend the policy outlined in Personnel Management Bulletin No. 91-164, dated October 29, 1991, same subject as above, until it can be formally incorporated into the Departmental manual.

Questions continue to be asked regarding the appraising of an employee on long term developmental assignment such as those under the Intergovernmental Personnel Act (IPA). Because the assignments are often tailored to the individual, it is desirable to assure that appraisal matters are addressed at the beginning of the assignment and agreed upon by all parties. It may even be feasible to cover appraisal in program announcements. Appraisal concerns are compounded when these assignments lead to extensions covering more than one rating cycle.

The following points are brought to your attention:

When the supervisor is a non-Federal official, they are not authorized to assign an official rating of record. The supervisor can give the employee a feeder evaluation which can be taken into consideration by the Federal supervisor of the employee's official position. The feeder evaluation should be taken into consideration when going through the formal performance appraisal process.

When assignments are extended for longer than one year, the Federal supervisor should follow the instructions outlined below:

1. Extend the rating period, not to exceed September 30, if this will provide a minimum appraisal period under Federal employment. Or, if this cannot be done:
2. The previous rating of record is extended, if the rating was done no earlier than the previous rating period. (For determinations for PMRS merit increases or performance awards, this rating must be a PMRS rating.) Or, if this cannot be done:
3. The employee receives a Level 3, "Fully Successful" rating upon which PMRS pay actions are based.

INQUIRIES: Ann Meroney, Division of Employee Relations,
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For non-PMRS employees on long term training or developmental assignments, the following sequence is used as outlined in 370 DM 430.15:

1. In some instances, the length of the training or development assignment will be sufficiently brief to make the employee eligible for a rating of record based on duties of the regular position. (If a significant portion of the appraisal period has been devoted to a training and development assignment, performance of it should also be considered in determining the rating of record.) If this is not possible, then go to Step 2;
2. When it is not possible to appraise a non-PMRS employee during the period of the long term training or developmental assignment, the employee's previous rating of record will be extended to cover the period of the long-term assignment. If this is not possible, go to Step 3;
3. If the above options do not apply, the non PMRS employee will be assigned a Level 3 "Fully Successful" rating.

Due to the specific pay formula for employees in the PMRS, bureaus may wish to convert GM employees to GS and then back again when the assignment has ended. Once again this is a matter for mutual agreement before initiating the assignment.

The sequence for non-PMRS employees is also appropriate for members of the Senior Executive Service on long term developmental assignments.



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