

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
3833 South Development Ave.  
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February 8, 1999

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To: All FA-100 & 200 Group Leaders

From: Director, Office of Fire and Aviation

Subject: Progress Reviews for FY 1999 Performance Appraisals - Employee Performance Plan and Results Report (EPPRR)

The performance appraisal cycle for FY 99 will end on September 30, 1999. As explained in IB-98-69, the Department of the Interior revised and re-issued EPPRR Form DI-2002 as a result of a Merit Systems Protection Board decision on September 27, 1997. Therefore, only form DI-2002 with December 1997 revision date should be used by rating officials.

Rating officials are still required to conduct at least two documented progress reviews with their subordinate employees. Please ensure that all managers and supervisors under your authority initiate their first progress review with their employees no later than **March 30, 1999**. Accordingly, the second progress review should be conducted no later than **June 30, 1999**. This schedule will allow rating officials to conduct the necessary progress reviews, and to issue summary ratings in a timely manner at the end of the fiscal year.

As a reminder, ratings are not usually issued during progress reviews. Instead, these reviews are intended to provide the opportunity for managers and supervisors to discuss the employee's progress, and level of performance toward achieving established performance standards. Performance reviews can also be used to reassess the validity and currency of the employees' performance agreement, should circumstances warrant.

Should you have further questions, or need additional information, please contact Paula at 387-5498 or Sandy at 387-5506.

/s/ Edward W. Shepard  
Acting

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