



United States Fish & Wildlife Service

DO NOT REPLY TO THIS ADDRESS - SEE MESSAGE FOR CONTACT INFO!

Memorandum

02/05/2004

From AD - Budg, Planning & Hum Res
Title Revised Employee Performance Plan and Results Report (DI-2002) Form

The Department has revised [Form DI-2002](#), Employee Performance Plan and Results Report to include the words “generally” and “routinely” in the performance indicators to further ensure, when defending a performance-based action, the Merit Systems Protection Board will not find our performance indicators to be absolute, thus invalid. Absolute performance standards or indicators are ones that allow for no margin of error. In other words, one instance of failing to meet a performance indicator would cause an employee to fail the corresponding critical result.

Supervisors and managers must use the revised form for the 2004 performance year. Since the performance year has begun and employee performance plans should already be in place, you may attach the revised DI-2002 to the previously used DI-2002 when conducting the first of the two progress reviews. Questions may be directed to your servicing human resources office.

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.