

# A Checklist for Submitting WPM Documentation

For Library of Congress General Schedule Employees

Clarify

Monitor

Document

Monitor

## Performance Plan

1. Discuss and supervisor complete plan within 30 days of the start of the appraisal period
2. Retain original working document in the Service Unit (SU)
3. Provide employee with a copy of the plan
4. Enter the Plan in the EmpowHR system as a Perf Plan
5. Send e-copy to [wpm@loc.gov](mailto:wpm@loc.gov) with an acknowledgement that the document has been discussed, signed, and dated (group same document types together)

Use:  
 Form 1726 Performance Plan (2477)  
 Form 1744 Performance Plan (NB/nS/nM)  
 Form 1745 Performance Plan (S)  
 Form 1746 Performance Plan (M)  
*Written Statement of Performance Requirements* (2910)

## Mid-Year Review

1. Discuss and supervisor complete MYR within 210 days of the start of the appraisal period
2. Retain original working document in the SU
3. Provide employee with a copy of the appraisal
4. Enter the results of the MYR in the EmpowHR system as an Interim Review
5. Send copy to [wpm@loc.gov](mailto:wpm@loc.gov) with an acknowledgement that the document has been discussed, signed, and dated (group same document types together)

Use Form 1748 Mid-year Progress Review Checklist (NB/S/M/2477)  
 Use optional memo to document progress review conversation (2910)

## Performance Appraisal

1. Request a list of accomplishments from employee 14-30 days before the end of the appraisal period
2. Discuss and supervisor complete appraisal within 30 days of the end of the appraisal period
3. Retain copy of appraisal in the SU
4. Provide employee with a copy of the appraisal
5. Enter the results of the Appraisal in the EmpowHR system as an Official Review.
6. Send original appraisal, completed and signed, to LM-645 c/o David Carter
7. Send copy to [wpm@loc.gov](mailto:wpm@loc.gov) with an acknowledgement that the document has been discussed, signed, and dated (group same document types together)

Use:  
*Writing Individual Performance Accomplishments* Job Aid  
 Form 1725 Performance Appraisal (2477)  
 Form 1747 Performance Appraisal (NB/S/M)  
 Form 110 (2910)

## Individual Development Plan

1. Discuss and employee complete IDP within 30 days of the start of the appraisal period
2. Retain original working document in the SU
3. Check IDP button in the EmpowHR system
4. Send e-copy to [wpm@loc.gov](mailto:wpm@loc.gov) with an acknowledgement that the document has been discussed, signed, and dated. (group same document types together)

Use Form 173 Individual Development Plan (NB/S/M/2477)  
 Use Sample *Training and Development Memo* (2910)

Review & Revise

\*All forms are available on the WPM website: <http://www.loc.gov/staff/cld/supervisor/performanceManagement.html>. All of the documents with form numbers are also available on the ISS Forms website: <http://www.loc.gov/staff/iss/eforms.html>.

Beginning of Cycle

Middle of Cycle

End of Cycle

**Due no later than 30 days after the beginning of the appraisal period**

**Due no later than 210 days after the beginning of the appraisal period**

**Due no later than 30 days after the end of the appraisal period**

Develop

Provide/Seek Feedback

Coach

