



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



In Reply Refer To:
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AUG 25 2017

Memorandum

To: Service Directorate

From: Acting Director *James W. Kurtz*

Subject: Fiscal Year 2017 Annual Performance Accomplishments – Reporting Actual/Substitute Actual Data for Government Performance and Results Act (GPRA) and Operational Plan Measures

The U.S. Department of the Interior (Department) has issued a request for final Fiscal Year (FY) 2017 Government Performance and Results Act (GPRA) performance measure accomplishment data. The final FY2017 DOI GPRA measures are a key component of the FY2017 Department Annual Performance Plan and Report (APP&R) and are included as part of the U.S. Fish and Wildlife Service's (Service) Annual Organizational Assessment. The Service will also collect the accomplishment data for the Operational Plan (Ops Plan) program performance measures. Performance reporting for the current 2016-2017 Agency Priority Goals (APGs) has been suspended. Reporting on APGs will resume in FY2018 with a new set of goals yet to be identified.

The independent KPMG auditors, who oversee the preparation of the Department Annual Financial Report (AFR), set October 6, 2017, as the deadline for reporting final FY2017 GPRA performance data to be included in the FY2017 AFR and APP&R. Therefore, Performance Tracking (PTrac), the Service's performance planning and reporting management system will be available September 12, 2017 through October 3, 2017.

Performance Data Reporting Timeframes: (more details on the attached schedule)

September 12 –The Service's PTrac application will be open for GPRA/Ops Plan accomplishment reporting

September 19 – Regional programs (and Assistant Directors, as appropriate) complete data entry for Annual/Substitute Actual FY 2017 GPRA/Ops performance accomplishments in PTrac.

September 26 – Assistant Directors complete review of Annual/Substitute Actual FY2017 GPRA/Ops Plan performance accomplishment data.

October 3 – Regional Directors approve Annual/Substitute Actual FY2017 GPRA/Ops Plan performance accomplishment data.

October 6 – Director reviews/approves/submits Annual/Substitute Actual FY 2017 GPRA/Ops Plan performance accomplishment data to the Department.

Please ensure that your program staff members follow the timeframe and assignments (see attachment for more specific dates) for entering, reviewing, and approving FY2017 final performance data into the PTrac system. The Division of Policy, Performance, and Management Programs (PPM) will provide specific guidance and business rules for entering performance data in PTrac in a separate communication. For additional questions or assistance, please contact Ms. Kimberly Howze (703 358-2588) or Mr. Kashyap Patel (703 358-1957).

Attachment

FY 2017 – Actual/Substitute Actual -- Performance Accomplishment Reporting Timeframes for GPRA and Ops Plan Performance Measures	
Date	Assignment
Data Entry and Imported Data Review (PTrac Contributors)	
Sept 12 – Sept 19	PTrac opens for entering Annual FY 2017 GPRA/Ops Plan performance data from Assistant Regional Directors (ARDs) and Headquarters programs as applicable (<i>including imported data review</i>)
Data Review (PTrac Reviewers)	
Sept 20 – Sept 26	Headquarters Assistant Director's (ADs) staff review Annual FY 2017 GPRA/Ops Plan performance data for policy, errors, and inconsistencies and resolve any performance data issues with Regional counterparts
Sept 27 – Oct 3	Regional Directors (RDs) will review/approve Annual FY 2017 GPRA/Ops Plan performance accomplishment data
Oct 3	PTrac closes for correcting/entering/reviewing Annual FY 2017 GPRA/Ops Plan performance data
Oct 4 – Oct 5	Director/Deputy Director review/approve Annual FY 2017 GPRA/Ops Plan performance data
Oct 6	Division of Policy, Performance and Management Programs prepares final reports and submits Annual FY 2017 GPRA/Ops Plan performance data to DOI