



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



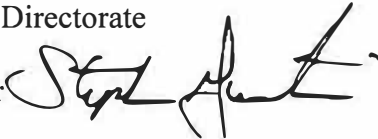
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AUG 15 2016

Memorandum

To: Service Directorate

From:

Director 

Subject: Fiscal Year 2016 Annual Performance Accomplishments – Reporting Actual/Substitute Actual Data for Government Performance and Results Act/Operational Plan and Agency Priority Goal Measures

The Department of the Interior (DOI) has issued a request for final Fiscal Year (FY) 2016 Government Performance and Results Act (GPRA) performance measure accomplishment data. The final FY 2016 DOI GPRA measures are a key component of the FY 2016 DOI 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 collect the accomplishment data for the Operational Plan (Ops Plan) program performance measures.

The independent KPMG auditors, who oversee the preparation of the DOI Annual Financial Report (AFR), set October 4, 2016, as the deadline for reporting final FY 2016 GPRA performance data to be included in the FY 2016 AFR and APP&R. Therefore, Performance Tracking (PTrac), the Service's performance planning and reporting management system, will be available September 14 through September 30, 2016.

In addition to collecting FY 2016 GPRA/Ops Plan performance data, DOI has requested the collection of performance data for the Secretary's Agency Priority Goals (APGs). These include measures for Youth, Energy, Monarch Conservation, and Climate Adaptation. Separate reporting applications will be available in PTrac for collecting GPRA/Ops Plan and APG performance data. Due to its unique nature, the information for the 2016-2017 Climate Adaptation goal is being collected on a separate worksheet (Headquarters-only) outside of the Service's PTrac tool and is reported by four programs (Science Applications, Business Management and Operations, Wildlife and Sport Fish Restoration, and Refuges). Headquarters programs will receive separate guidance on Climate Adaptation. All performance data will be reported to DOI.

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

September 12 – GPRA/Ops Plan and APG applications in the Service's PTrac will be open for data entry.

September 20 – Regional programs (and Assistant Directors, as appropriate) complete data entry for Annual/Substitute Actual FY 2016 GPRA/Ops Plan and APG performance accomplishments in PTrac. (Also included in the reporting is the requirement to collect data for the Secretary’s APGs for Youth, Energy, Monarch Conservation, and Climate Adaptation, as mentioned above.)

September 26 – Assistant Directors complete review of Annual/Substitute Actual FY 2016 GPRA/Ops Plan and APG performance accomplishment data.

September 30 – Regional Directors approve Annual/Substitute Actual FY 2016 GPRA/Ops Plan and APG performance accomplishment data.

October 4 – Director reviews/approves/submits Annual/Substitute Actual FY 2016 GPRA/Ops Plan and APG 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 FY 2016 final performance data into the PTrac system. The Division of Policy, Performance, and Management Programs 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)

Attachment

FY 2016 – Actual/Substitute Actual -- Performance Accomplishment Reporting Timeframes for GPRA/Ops Plan, and Agency Priority Goals (APGs)	
Date	Assignment
Data Entry and Imported Data Review (PTrac Contributors)	
Sept 12 – Sept 20	PTrac opens for entering Annual FY 2016 GPRA/Ops Plan, and APG performance data from Assistant Regional Directors (ARDs) and Headquarters programs as applicable (<i>including imported data review</i>)
Data Review (PTrac Reviewers)	
Sept 21 – Sept 26	Headquarters Assistant Director's (ADs) staff review Annual FY 2016 GPRA/Ops Plan, and APG performance data for policy, errors, and inconsistencies and resolve any performance data issues with Regional counterparts
Sept 27 – Sept 30	Regional Directors (RDs) will review/approve Annual FY 2016 GPRA/Ops Plan, and APG performance accomplishment data
Sept 30	PTrac closes for correcting/entering/reviewing Annual FY 2016 GPRA/Ops Plan, and APG performance data
Oct 3 – Oct 4	Director/Deputy Director review/approve Annual FY 2016 GPRA/Ops Plan, and APG performance data
Oct 4	Division of Policy, Performance and Management Programs prepares final reports and submits Annual FY 2016 GPRA/Ops Plan, and APG performance data to DOI