

United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: July 7, 2000

REPLY TO

ATTN OF: AD-442:Boyer

SUBJECT: **MIDYEAR PERFORMANCE PROGRESS REVIEW SCHEDULE**

TO: All ORO Employees

The 2000 performance rating cycle for all Oak Ridge Operations Office employees, except those in the Senior Executive Services, will end December 31, 2000. Employees are to receive a progress review at approximately the midpoint of the rating cycle each year. The following schedule is set out as a guide for completing this requirement in a timely manner:

Employees covered: All employees, except those in the Senior Executive Service, regardless of the length of time they have been in the organization or the date of performance appraisal plan, should be scheduled for a progress review by July 24, 2000.

Subjects to be discussed: Rating officials are to discuss with the employee the appropriateness of the elements and standards, make any changes warranted in the appraisal plan, and inform the employee of performance expectations and his or her general performance (this in itself is not a rating). If any improvements are needed in order for the employee to meet performance expectations, these should be identified. A formal opportunity period and a performance improvement plan must be established if any area of performance is considered substandard.

Documentation: Supervisors and employees are to complete Section B of Form 331.1Y (copy attached) to document the progress review. The employee is to receive a copy. The original certification is to be submitted to the Personnel and Management Analysis Branch by July 31, 2000, for inclusion in the employee's official performance file.

Any questions you have regarding the progress reviews or the performance management program in general should be directed to your Personnel Management Specialist.

Melanie M. Kent, Acting Chief
Personnel and Management
Analysis Branch

Attachment

F 331.1Y, CERTIFICATIONS

Part A - Certification of Discussion and Issuance of Performance Appraisal Plan and Recertification

I have received a copy of my performance appraisal plan for this rating cycle and have been given an opportunity to discuss it with the Rating Official.

Typed or Printed Name of Employee	Signature of Employee	Date	Initials for Recertification	Date of Recertification
Typed or Printed Name of Rating Official	Signature of Rating Official	Date	Initials for Recertification	Date of Recertification
Typed of Printed Name of Reviewing Official	Signature of Reviewing Official	Date	Initials for Recertification	Date of Recertification

Part B - Certification of Progress Review

Performance and progress to date have been discussed with the undersigned employee.

Typed or Printed Name of Employee	Signature of Employee	Date
Typed or Printed Name of Rating Official	Signature of Rating Official	Date

Part C - Certification of Receipt of Performance Rating

I have received my performance rating for this rating cycle and have been given an opportunity to discuss it with the Rating Official.

Typed or Printed Name of Employee	Signature of Employee	Date
Typed of Printed Name of Rating Official	Signature of Rating Official	Date
Typed or Printed Name of Reviewing Official	Signature of Reviewing Official	Date

Part D - Certification of Ratings Generated Through Matrix Management Reviews

I agree to provide the performance rating (s) for the following elements

Typed or Printed Name of Rating Official	Organization	Signature of Rating Official	Date
I have provided the performance rating (s) for the following elements _____			
Typed or Printed Name of Rating Official	Organization	Signature of Rating Official	Date

Part E - Certification of Delayed Rating

The employee's performance under Element (s) _____ demonstrates inconsistent deficiencies which preclude a rating of "Meets Expectation" or "Unacceptable." Therefore, the employee's rating under this plan will be delayed, and a performance improvement plan (PIP) will be established. The employee's performance will be assessed upon completion of the opportunity period established in the PIP.

Typed of Printed Name of Employee	Signature of Employee	Date
Typed of Printed Name of Rating Official	Signature of Rating Official	Date