

# memorandum

DATE: June 14, 2002

REPLY TO

ATTN OF: AD-442:Stotelmeyer

SUBJECT: **MIDYEAR PERFORMANCE PROGRESS REVIEW SCHEDULE**

TO: All ORO and YSO Employees

The 2002 performance rating cycle for all Oak Ridge Operations Office and Y-12 Site Office employees, except those in the Senior Executive Service (SES), will end December 31, 2002. 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 progress reviews in a timely manner:

**Employees Covered.** All employees, except those in the SES, 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 26, 2002.

**Subjects to be Discussed.** Rating officials are to discuss the appropriateness of the elements and standards, make any changes warranted in individual appraisal plans, inform each employee of performance expectations, and provide a general performance assessment. (This in itself is not a rating.) Supervisors should also clarify roles and responsibilities to ensure that all employees understand their role in achieving the Department of Energy mission. 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 (PIP) must be established if any area of performance is considered substandard. Supervisors who have identified a need to establish a PIP are encouraged to consult their Human Resources Specialist for additional information and to assure compliance with the collective bargaining agreement.

**Documentation.** Supervisors and employees are to complete Section B of the attached form 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, 2002, for inclusion in the employee's official performance file.

Questions regarding progress reviews or the performance management program in general should be directed to your Human Resources Specialist.

  
Melanie M. Kent, Chief  
Personnel and Management  
Analysis Branch

Attachment

**F 330.1Y, CERTIFICATIONS**

<b>Part A - Certification of Discussion and Issuance of Performance Appraisal Plan and Recertification</b>				
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 or Printed Name of Reviewing Official	Signature of Reviewing Official	Date	Initials for Recertification	Date of Recertification

<b>Part B - Certification of Progress Review</b>		
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

<b>Part C - Certification of Receipt of Performance Rating</b>		
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 or Printed Name of Rating Official	Signature of Rating Official	Date
Typed or Printed Name of Reviewing Official	Signature of Reviewing Official	Date

<b>Part D - Certification of Ratings Generated Through Matrix Management Reviews</b>			
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

<b>Part E - Certification of Delayed Rating</b>		
The employee's performance under Element(s) _____ demonstrates inconsistent deficiencies which preclude a rating of "Meets Expectations 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 or Printed Name of Employee	Signature of Employee	Date
Typed or Printed Name of Rating Official	Signature of Rating Official	Date