

memorandum

DATE: February 8, 2013

REPLY TO

ATTN OF: AD-442:Dube

SUBJECT: **FISCAL YEAR 2013 PROGRESS REVIEWS**

TO: All ORO, EMOR-SO, NEOR-SO, and OSTI Federal Employees

As you know, the Department of Energy is a participant in the government-wide Goals, Engagement, Accountability, and Results (GEAR) Performance Management Pilot. As part of the GEAR pilot and the Secretary's initiative to improve our performance based-culture, two progress reviews (PR) are required for all General Schedule (GS), EJ and Senior Executive Service (SES) employees this fiscal year. The first PR must be conducted and electronically signed in the ePerformance system not later than **March 31, 2013**. The second PR must be conducted and electronically signed in the ePerformance system not later than **June 28, 2013**.

Topics of Discussion: Topics that should be discussed during the PR include (1) progress made toward achieving the critical elements established in each employee's performance plan, (2) new or changing work requirements, (3) training and/or intervention necessary to assist the employee in achieving an acceptable level of performance, and (4) any necessary adjustments to critical elements and assigned weights based on changes in work requirements and priorities. (Note: If adjustments or changes result in any critical element being projected to be non-ratable at the end of the rating cycle, and this causes the employee to have less than three critical elements, it will be necessary to add a new critical element. Critical elements should not be changed simply because an employee is struggling to meet them.) Rating Officials should provide a general performance assessment, and give employees an opportunity to provide feedback or to raise concerns. This in itself is not a rating.

If an employee's performance indicates deficiencies in meeting expectations described in any performance element, the Rating Official must discuss these with the employee, and together they should develop actions to correct the deficiencies. Rating Officials who have identified a need to establish a formal plan for improving performance should consult with their Human Resources Specialist for additional information regarding the development of a Performance Assistance Plan or Performance Improvement Plan.

Mid-Cycle Changes: Some performance plans may require changes in performance expectations or goal linkage since they were initially developed. Please be aware that only a Rating Official can make changes to a plan. Changes can be made to a plan at any time except during the last 90 days of the performance cycle. Any changes made to a Senior Executive Service (SES) plan must be acknowledged by the Rating Official and employee. Any changes that are made to a non-SES plan must be acknowledged by the Reviewing Official, Rating Official, and employee. Human Resources Specialists are not able to track the acknowledgement

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of changes in ePerformance; therefore, Rating Officials should review the status of changes to ensure acknowledgements are completed by looking for the "change" icon next to the applicable plan in the "My Employees" tab. Before making changes to a performance plan, it is advisable to save a PDF copy of that plan because you cannot access previous versions once changes have been made in the ePerformance system.

If you have questions regarding Performance Management, please do not hesitate to contact your Human Resources Specialist.

A handwritten signature in black ink that reads "Melanie M. Kent" with a horizontal line extending to the right.

Melanie M. Kent, Chief
Federal Human Resources Branch