



Department of Energy
Washington, DC 20585

SEP 7 2012

MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

FROM:

Kenneth Venuto
KEN VENUTO, DIRECTOR
OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT:

POLICY GUIDANCE MEMORANDUM # 29
EMPLOYMENT OFFER LETTERS – PERFORMANCE MANAGEMENT

This memorandum is to ensure compliance with DOE O 331.1C, Employee Performance Management and Recognition Program, Section 4d(1)(d), and provide consistency throughout the Department in providing information to incoming employees on the applicability of the agency's performance management system.

As of the date of this memorandum, servicing Human Resources (HR) Offices must incorporate the following language into employment offer letters to incoming transfer employees (except SES, SL, and ST employees):

"When a current Federal employee transfers into DOE from another Federal agency within 90 days of the end of the rating period (on or after July 4), the employee will be eligible for a pro-rated performance award (barring any budgetary constraints) by the Office of [INSERT OFFICE HERE] based on the former agency's rating of record, provided the following criteria is met:

- 1) The rating of record coincides with DOE's current rating period, (i.e., October 1 of the of the previous year through September 30 of the current year);
- 2) The rating of record is issued to the employee between July 4 and September 30 of DOE's current rating period;
- 3) The rating is equivalent to at least the Fully Successful level in the DOE performance system;
- 4) The employee did not receive a performance award based on the rating of record from their former agency for the current rating period, and
- 5) The employee provides the former agency's rating of record to the servicing HR Office within two weeks of their start date, but not later than October 15 of the current year.

Federal employees who do not meet the above criteria will not be eligible for a performance award until the end of the next annual rating period."

If you have any questions, please contact Lorrenda Buckner on 202-586-8451 or via email at Lorrenda.buckner@hq.doe.gov

