



Department of Energy

Washington, DC 20585

MAY 13 2015

MEMORANDUM FOR HUMAN RESOURCE DIRECTORS

FROM:

Kenneth T. Venuto
KENNETH T. VENUTO, DIRECTOR
HUMAN CAPITAL MANAGEMENT

SUBJECT:

POLICY MEMORANDUM #1
POLICY AND OPERATING PROCEDURES FOR SENIOR EXECUTIVE SERVICE (SES)
PERFORMANCE MANAGEMENT SYSTEM

Purpose: This policy memorandum and its attachment address the Department of Energy's (DOE) SES performance management system. The U.S. Office of Personnel Management (OPM), in coordination with the Office of Management and Budget (OMB) issued a government-wide SES performance management system in 2012. DOE adopted this government-wide SES performance management system and customized it to best meet the agency's needs. Fiscal Year (FY) 2013 was the first SES performance management cycle using the new system.

The attached document is intended to provide overarching policy guidance and implementing procedures to ensure consistency, transparency and compliance with law and regulations throughout DOE. This serves as interim guidance until it can be codified more formally through a DOE Order.

Authority: Chapter 43 of Title 5 United States Code, Section 4312, requires that each agency establish one or more SES performance management systems.

Coverage: This policy and operating procedures applies DOE-wide (headquarters and field) for all career, non-career, limited term and limited emergency SES members.

If you have questions, please contact Erin Moore, Acting Director, Office of Executive Resources, at Erin.Moore@hq.doe.gov or 202-586-9558.

Attachment

