Department of Energy
Washington, DC 20585

JAN 2 3 2012

MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

FROM: SARAH J. BONILLA, DIRECTOR
             OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT: POLICY GUIDANCE MEMORANDUM #25
             FUNCTIONAL ACCOUNTABILITY

This confirms what was reported during the human resources (HR) monthly conference call last week:

a. the previous Secretary and Deputy Secretary memorandums on functional accountability have been rescinded;

b. each functional program office will determine how it will address functional accountability, including the method(s) that will be used; e.g., delegation or redelegation orders and/or DOE Orders; and

c. there will not be any change regarding human capital management; i.e., designated Human Resources Directors (HRDs) will be accountable to the Chief Human Capital Officer (CHCO), including the establishment, classification, change, or recruitment of an existing HRD position, selection, significant change in compensation, such as an incentive, and performance plan and appraisal are subject to concurrence by me as the Functional Accountability Officer for the CHCO.

Attached is an updated list that we believe are the designated HRDs. Should you disagree, please notify Lorrenda Buckner at Lorrenda.buckner@hq.doe.gov by Tuesday January 31, 2012. The performance plans that currently cannot be processed in ePerformance and must be submitted in hard copy to me are identified with an asterisk on the list.

I have been working with Bruce Murray on updating all Secretarial delegation and subsequent redelegation orders regarding personnel authorities beginning with the Deputy Secretary and other senior management officials to ensure consistency with our current DOE Orders and the Executive Resources Board Charter. We plan to utilize redelegation orders to institutionalize functional accountability, but that effort is expected to take at least a few months to complete, so this memorandum will serve as our interim determination on this subject.

Attachment

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