



**Department of Energy**  
Washington, DC 20585

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MEMORANDUM TO HEADS OF DEPARTMENTAL ELEMENTS

FROM: ROBERT C. GIBBS *Tonya M. Mackey for*  
CHIEF HUMAN CAPITAL OFFICER

SUBJECT: Fiscal Year (FY) 2016 Senior Executive Service and Senior Professional Performance Appraisal Cycle

The FY 2016 Senior Executive Service (SES) and Professional (SP) performance management cycles started on October 1, 2015. All SES members (career, non-career and limited-term) and SP employees, which includes Senior Level (SL) and Scientific and Professional (ST) employees should have performance plans in place within 30 days of the start of the performance cycle; however, any SES or SP member not on an approved performance plan should strive to have one in place by December 15, 2015.

Performance plans need to be established jointly between the employee and Rating Official; however, final authority for establishing performance plans resides with the Rating Official. Setting challenging, results-oriented performance requirements at an appropriate executive level is critical to a successful performance management system and helps to advance the Department's mission and goals. Performance requirements must be specific and measurable, and the distinction between successful and outstanding performance should be clear. Performance requirements need to include expected outcomes, targets, and measurements of quality. They must clearly align to the Department's strategic plan and/or an appropriate strategic document specific to a Departmental Element.

On December 23, 2014, the Office of Management and Budget, Office of Personnel Management and the White House Presidential Personnel Office issued a joint memorandum entitled "Strengthening Employee Engagement and Organization Performance". This memorandum outlined ongoing expectations to strengthen an organizational culture of employee engagement and mission performance, including the requirement that SES performance plans include a measurable component related to action planning and/or results to improve employee engagement. Thus, the SES Leading People critical element has been supplemented to include the following language:

*Reviews and analyzes data to identify areas/organizations of strength and weakness, gathering input from employees using the Federal Employee Viewpoint Survey (FEVS) and/or other applicable workforce data to set targets and identify improvement actions. Implements action plans, routinely reviews progress and makes corrections as necessary to inform future actions.*

Additionally, based on customer feedback and to more closely align with the standard government-wide SES performance management system, the Progress Review requirement is being modified such that only one mid-cycle review during the performance period is required.



This is a change from previous years in which two mandatory progress reviews were required for SES members. The FY 2016 progress review target completion date will be April 30, 2016 for employees who are on-board during the full performance period.

The FY 2016 SES and SP Performance Appraisal System Opening Guidance documents (attached) provide a detailed overview of the SES and SP performance management systems and assist with the preparation of the FY 2016 performance plans. If you need additional information or guidance, contact Erin Moore, Acting Director, Office of Corporate Executive Management, via email at [Erin.Moore@hq.doe.gov](mailto:Erin.Moore@hq.doe.gov) or phone at (202) 586-9558.

Attachments:

1. FY 2016 SES Performance Appraisal System Opening Guidance
2. FY 2016 SP Performance Appraisal System Opening Guidance