



Department of Energy

Washington, DC 20585

JAN 5 2015

MEMORANDUM TO HEADS OF DEPARTMENTAL ELEMENTS

FROM:

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ROBERT C. GIBBS

CHIEF HUMAN CAPITAL OFFICER

SUBJECT:

Fiscal Year (FY) 2015 Senior Executive Service and Senior Professionals
Performance Appraisal Cycle

The FY 2015 performance management cycles for Senior Executive Service (SES) members and Senior Professionals (SP), which includes Senior Level (SL) and Scientific and Professional (ST) employees, started on October 1, 2014. All SES members (career, non-career and limited-term) and SP employees must have an approved performance plan. Performance plans should have been in place within 30 days of the start of the performance cycle; however, any SES and SP members currently not on an approved performance plan should strive to be on one as soon as possible, but no later than January 30, 2015, for the FY 2015 rating cycle.

Setting challenging performance requirements that are at an appropriate executive level, results-oriented and meaningful is critical to a successful performance management system and helps to advance the Department's mission and goals. 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. Performance requirements must be specific and measurable and must be able to distinguish between successful and exceptional performance. Performance requirements need to include expected outcomes, targets and measurements of quality. They must clearly align to either the Department's strategic plan or an appropriate strategic document specific to a Departmental Element.

The FY 2015 SES and SP Performance Appraisal System Opening Guidance documents are attached to provide a detailed overview of both performance management systems and assist with the preparation of the FY 2015 performance plans. If you need additional information or guidance, please contact Erin Moore, Deputy Director, Office of Executive Resources, via email Erin.Moore@hq.doe.gov or phone (202) 586-9558.

Attachments:

1. FY 2015 SES Performance Appraisal System Opening Guidance
2. FY 2015 SP Performance Appraisal System Opening Guidance

