United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

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OCT 9 2007

Memorandum

To: Assistant Secretaries
Deputy Assistant Secretaries
Heads of Bureaus and Offices

From: Paul Hoffman
Deputy Assistant Secretary for Performance, Accountability, and Human Resources

Subject: Department of the Interior FY 2007 Organizational Assessment

This memorandum transmits for your immediate use, the Department of the Interior's FY 2007 Organizational Assessment. As you know, a formal assessment of the Department's performance during FY 2007 is a critical component in the performance appraisal of its senior employees. Rating officials, senior reviewing officials, Performance Review Board (PRB) members, and the Executive Resource Board (ERB) should use the results of the Organizational Assessment as a basis for comparing the summary performance ratings and performance recognition for each SES, SL, and ST employee to the overall performance of their organization.

I want to emphasize the importance of the Organizational Assessment as a key component of the SES/SL/ST performance management system. Rating officials will consider the various performance indicators included in the Organizational Assessment when determining the individual ratings for the four mandatory performance elements; however, not all of the performance indicators will apply to the performance requirements of individual SES/SL/ST members. Significant alignment should be visible for individuals with executive responsibilities for the functional areas included, such as, financial management, human capital, budget and performance integration, IT, etc.

It is possible for an individual executive's performance to be rated higher or lower than the organization's performance under a particular performance indicator to which they materially contribute. For example, a bureau may achieve a low rating with respect to audited financial systems, but an SES member with responsibilities that include financial or budget responsibilities, and who performed particularly well in that area, might deserve a higher performance rating than a strict application of the organizational assessment might suggest. In these instances, the rating official must provide a compelling explanation for the higher rating on the Performance Accomplishments Summary Template. The PRBs

and ERB will closely review pay increase or performance award recommendations for executives with responsibilities in under-performing areas in the Organizational Assessment.

The timeline for completion of the SES performance appraisal closeout schedule is also attached. The SL/ST guidance will be provided shortly and will follow the same timeline. If you have any questions relating to the 2007 performance closeout process, please contact Jenny Mallios at 202-513-0874 or Jenny_H_Mallios@ios.doi.gov.

Attachments

cc: Deputy Secretary
Chief of Staff
Assistant Secretary Chiefs of Staff
Bureau and Office Deputy Directors
Bureau and Office Associate Directors for Administration
Bureau and Office Associate Directors for Human Capital (or equivalent positions)
Bureau and Office Human Resources Directors