



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

August 16, 2024

Memorandum

To: Assistant Secretaries
Bureau Heads
Senior Executives
Senior Level Employees
Scientific/Professional Employees

From: Mark. D. Green
Deputy Assistant Secretary – Human Capital and Diversity and
Chief Human Capital Officer

Subject: FY2024 Senior Executive Service, Senior Level, and Scientific/Professional
Performance Closeout Information

This memorandum is intended to serve as guidance for on completing FY2024 performance appraisals and recommending performance-based pay increases and awards for Senior Executive Service (SES), Senior Level (SL), and Scientific/Professional (ST) employees.

As a reminder, both executives and their rating officials share responsibility in ensuring the proper execution of performance assessment. Executives are responsible for 1) writing performance narratives that accurately describe their accomplishments and address all performance elements, 2) outlining the results they have achieved using qualitative and quantitative measures, and 3) providing those statements to their rating officials and in a timely manner. Similarly, rating officials are responsible for 1) providing thoughtful, concise performance narratives that accurately capture performance accomplishments, 2) adhering to the rating level definitions provided in the attachment to this memorandum, and 3) ensuring ratings reflect meaningful rating distinctions, as required by the U.S. Office of Personnel Management (OPM).

The schedule below provides the timeline and guidance for completing FY2024 performance appraisals and recommending performance-based pay increases and awards for SES, SL and ST employees. Performance recognition guidance will be distributed soon. Performance appraisals are due to the Office of Human Capital, Executive Resources Division no later than **Wednesday, October 30, 2024**. It is critical that this deadline be met, since Performance Review Boards (PRB) will convene in early November, and the Executive Resources Board (ERB) must complete all rating and recognition decisions promptly so that they may be affected the first pay period in 2025. As a reminder, SES Members are to submit their appraisals through the USAPerformance System and SL/ST Members are to submit their appraisals in electronic PDF format.

The following timeline will ensure that the ERB is able to meet this schedule:

TIMELINE

August 27 and 29, 2024

The Executive Resources Division will provide performance closeout training for SES and SL/ST members via Microsoft Teams. SES, SL, and ST Members are *highly* encouraged to attend.

September 2024

Executive Resources Division provides briefing to Executive Resources Board members outlining the performance closeout process. Executive Resources Board determines recognition guidance for SES, SL, and ST Performance levels.

September 30, 2024

End of FY24 Performance Cycle.

October 2024

Executive Resources Board approves members for Performance Review Boards (PRB). The PRBs will review the employee's accomplishment narrative as well as the supervisory justification and make a recommendation to either sustain the initial rating or recommend a different rating.

October 2024

Rating officials finalize performance appraisals, meet with their executives, and communicate the initial summary rating level.

October 30, 2024

Recommendations for pay increases/performance awards/special act awards/time-off awards will be made by the rating official in consultation with the Bureau Director/Equivalent Office Head and the appropriate Assistant Secretary and submitted with all completed appraisals either via USAPerformance or PDF to the Executive Resources Division. These recommendations could change and therefore are not to be communicated to the executive. Your bureau/office may have an earlier due date for submission of appraisals/recognition to leadership.

Early November 2024

The Departmental Organizational Assessment will be distributed to Bureau Directors/Equivalent Office Heads.

November 6, 2024

Tentative date for PRB training. Completed appraisals will be distributed to PRB members.

November 6 – November 27, 2024

PRB panels review performance appraisals. If the PRB recommendation for a summary rating differs from that of the Rating Official, the PRB will provide a written explanation for their

recommendation. PRB recommendations for summary ratings and awards will be recorded and provided to the Executive Resources Division for review.

November 27 – December 11, 2024

The Executive Resources Division will review information for adherence to guidance and provide record of recommendations to the ERB for consideration. The ERB will determine final summary ratings and recognition for all executives.

December 18, 2024

Final summary ratings and recognition for all executives will be communicated to Assistant Secretary/Equivalent Officials, Bureau Directors/Equivalent Office Heads, and Human Capital Officers. In addition, final decisions are provided to Bureau Executive Resources staff for immediate processing.

January 12, 2025

Pay increases and performance awards are expected to be effective the first full pay period in January and must be processed in FPPS by January 29, 2025 to be paid in the February 4, 2025 paycheck.

PERFORMANCE AND CONDUCT

OPM requires that rating officials, reviewing officials, PRB members, and the ERB consider evidence of misconduct of an SES/SL/ST employee in assessing performance against the applicable requirements or standards.

PERFORMANCE AWARDS AND PAY ADJUSTMENTS

Performance recognition guidance will be distributed soon. Pay adjustment recommendations must be documented on spreadsheets that will be provided to you electronically by your Executive Resources point of contact for your respective Bureau/Office. These recommendations must be documented and received by the Executive Resources Division, via email by **Wednesday, October 30, 2024**.

If you or your staff have any questions or need assistance, please contact Michelle Rabuck, 202-208-6943, michelle_rabuck@ios.doi.gov or Carrie Soave, 202-513-0874, caroline_soave@ios.doi.gov.

cc: All Senior Executives by email
All SL/ST employees by email
Bureau/Office Human Capital Officers
Bureau/Office Human Resources Officers and Executive Resources Coordinators