

OFFICE OF THE GENERAL COUNSEL
Division of Operations Management

MEMORANDUM OM 96-4

January 24, 1996

TO : All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM : B. Allan Benson, Acting Associate General Counsel

SUBJECT: Submission of Late Performance Evaluations

By memorandum dated November 8, 1995, from Sharlyn A. Grigsby, Director of Personnel, you were advised that our personnel records reflect that some employees have not received timely performance evaluations, and that the Agency must assure that employee personnel records are up-to-date, especially in the event that the effectuation of a reduction-in-force (RIF) becomes necessary.

All of the overdue appraisals for employees in the field have not yet been received. It is imperative that employee performance evaluations with appraisal dates on or before September 30, 1995 (the cut-off date for the use of performance ratings of record for RIF purposes), be transmitted to Executive Assistant Carole K. Coleman immediately, but not later than February 5, 1996.

Delinquent performance evaluations may have adverse effects on employee retention standing as well as the Agency's ability to implement a RIF. For example, Governmentwide regulations require that employees receive additional service credit for the 3 most recent annual performance ratings of record that are received during the 4-year period prior to the date of issuance of RIF notices. Management is required by regulations to assign an assumed rating(s) of Fully Successful where an employee has less than 3 annual performance ratings. Further, there is great potential for management RIF actions to be overturned due to the adverse effects of untimely performance evaluations on employees.

In completing performance evaluations, please adhere to contractual and performance appraisal systems requirements, which include conducting appraisal interviews with employees. Please fully utilize the shortened narrative procedure wherever applicable.¹

B. A. B.

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¹ Some Regions previously submitted only a rating sheet for some appraisals, with the intent of following up with a narrative. All narratives need to be submitted at this time.