



# United States Department of the Interior

## OFFICE OF THE SECRETARY

Washington, D.C. 20240

August 24, 1995

HUMAN RESOURCES MANAGEMENT LETTER NO. 95 - 8 (920) AMENDMENT 1

SUBJECT: Reduction in Force in the Senior Executive Service

The Department's plan for reduction in force in the SES places executives in Competitive Groups based upon two factors: (1) the executive's current performance rating of record and (2) retention credits awarded for having received certain types of performance recognitions. SES members who receive retention credits for performance recognitions are placed in a higher Competitive Group than executives who receive no retention credits for performance recognitions.

Under the RIF plan issued July 11, 1995, SES members receive retention credits for both performance bonuses and pay rate increases awarded during the past year. This amendment to the SES RIF plan reflects the discontinuance of performance bonuses for the 1995 appraisal year.

The Executive Resources Board has approved revisions to the Competitive Group definitions for the SES RIF plan which:

- eliminate credit for either performance bonuses or pay rate increases in the past year; and
- impose a 4-year limit for receiving retention credit for either a Departmental Distinguished or Meritorious Service Award.

The attachment provides the revised listing of Competitive Groups and Subgroups approved by the ERB. Please ensure that this updated listing is incorporated into the SES RIF plan issued July 11, 1995 in PML 95-8 (920).

  
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Attachment

## REVISED COMPETITIVE GROUPS AND SUBGROUPS

**Group I:** Post-probationary SES members with a current performance rating of PASS who have received one or more of the following performance recognitions:

<u>Performance Recognition</u>	<u>Retention Credit</u>
- Distinguished Rank (past 4 years):	2 points
- Meritorious Rank (past 4 years):	1 point
- Incentive award (Special Act or Service) (past 1 year):	1 point
- DOI Distinguished Service Award: (past 4 years)	1 point
- DOI Meritorious Service Award: (past 4 years)	0.5 point

**Group II:** Post-probationary SES members with a current performance rating of PASS who have not received any of the performance recognitions listed under Group I:

<u>Service</u>	<u>Retention Credit</u>
- Each full year of SES service: (maximum 5 years)	0.5 point
- Each full year of Federal service: (maximum 20 years)	0.1 point

**Group III:** Probationary SES members with a current performance rating of PASS who have received one or more of the following performance recognitions:

<u>Performance Recognition</u>	<u>Retention Credit</u>
- Incentive award (Special Act or Service) (past 1 year):	1 point
- DOI Distinguished Service Award: (past 4 years)	1 point
- DOI Meritorious Service Award: (past 4 years)	0.5 point

**Group IV:** Probationary SES members with a current performance rating of PASS who have not received any of the performance recognitions listed under Group III:

<u>Service</u>	<u>Retention Credit</u>
Each full year of SES service: (maximum 5 years)	0.5 point
Each full year of Federal service: (maximum 20 years)	0.1 point

(Continued)

**Group V: SES members with a current performance rating of PROVISIONAL:**

<u>Service</u>	<u>Retention Credit</u>
Each full year of SES service: (maximum 5 years)	0.5 point
Each full year of Federal service: (maximum 20 years)	0.1 point
Subgroup V-A: Post-Probationers	
Subgroup V-B: Probationers	

**Group VI: SES members with a current performance rating of FAIL:**

<u>Service</u>	<u>Retention Credit</u>
- Each full year of SES service: (maximum 5 years)	0.5 point
Each full year of Federal service: (maximum 20 years)	0.1 point
Subgroup VI-A: Post-Probationers	
Subgroup VI-B: Probationers	