



U.S. Department of Justice

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Washington, D.C. 20530

MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS

FROM:

*for* Lee J. Lofthus *Michael H. Allen*  
Assistant Attorney General  
for Administration

SUBJECT:

Department of Justice Performance Awards Administration  
Guidance for Fiscal Year 2008

As you are aware, for the past several years the Department has issued guidance regarding performance awards administration in line with an established percentage range that Components can spend on employee cash awards. While the intent was to gradually increase Component budgets for performance-based cash awards, budget constraints have prevented us from meeting this expectation. Therefore, for FY 2008, the Department has eliminated the requirement to administer performance awards within an established percentage range of your budget. Additionally, components will no longer need to submit a written performance-based award plan to the Assistant Attorney General for Administration for approval.

In determining recognition based on performance, please remember that the employee's most recent rating of record must be at the fully successful level or its equivalent or higher to qualify for a performance-based cash award. Components must design their performance-based cash award program to reflect meaningful distinctions based on levels of performance to ensure employees with higher ratings of record receive larger cash awards than those with lower ratings. The Department will use the Performance Appraisal Assessment Tool (PAAT) to monitor components' compliance with this requirement. This guidance applies to performance-based awards, excluding Senior Executive Service (SES) Bonuses, gain-sharing awards, special act awards, on-the-spot awards, and quality step increases.

If you have any questions, you may contact Jeanarta C. McEachron, Assistant Director, HR Policy, at (202) 514-3663 or by email at [Jeanarta.C.McEachron@usdoj.gov](mailto:Jeanarta.C.McEachron@usdoj.gov).