



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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MEMORANDUM

To: Andrew Jackson
Deputy Assistant Secretary, Human Capital, Performance and Partnerships

Through: Pamela R. Malam *Pamela R. Malam*
Senior Advisor for Human Capital

From: *Sharlyn A. Grigsby*
Sharlyn A. Grigsby
Director, Office of Human Resources

Subject: Departmental Policy Manual, 370 DM 430, Performance Management System and Performance Appraisal Handbook changes.

The Office of the Assistant Secretary-Policy, Management and Budget, Office of Human Resources, is issuing a revised Departmental Policy Manual, 370 DM 430, Performance Management System and the Performance Appraisal Handbook to all Bureaus/Offices to establish updates to the Departmental policy. The changes implemented were based on the Merit Systems Protection Board finding that the Departmental Minimally Successful benchmark standard was “a backward standard.” Changes were made to eliminate the Departmental benchmark verbiage for the Minimally Successful standard for employees. Managers and supervisors have the option to identify a Minimally Successful Standard either at the time of issuing the Employee Performance Appraisal Plan or/and at the time the employee falls below the Fully Successful performance level. Additionally, the Minimally Successful standard for supervisory employees was changed to better indicate what a supervisor must do to be Minimally Successful, not what they must fail to do under the current standard.

Updates in the Performance Appraisal Handbook and the Departmental Performance Management system were made to reflect these changes and were made in concert with the Office of Personnel Management, and reviewed by each individual Bureau/Office within the Department.

If you have questions, please contact Darrell R. Hoffman, SPHR at 202-208-6754 or by email at Darrell_r_Hoffman@ios.doi.gov.