

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

Action Date:

For Information Only

DEPARTMENTAL PERSONNEL MANUAL

DPM BULLETIN NO. 540-39

DATE: JUL 12 1990

SUBJECT: End of Performance Management and Recognition System
Appraisal Period

This is a reminder that the end of the performance appraisal period for Performance Management and Recognition System (PMRS) employees is July 31. We encourage you to take steps necessary to assure that all PMRS appraisals are completed, reviewed, approved and forwarded to the personnel office within the time frame required in your organization's PMRS implementing instructions. Expeditious submission of the ratings of record will assure timely determinations and processing of performance pay decisions, particularly for those Administrations that will not be using the award ratio to determine performance awards.

One way to avoid last minute delays is to assure that employees have been given their job elements and performance standards for their position for at least the minimum appraisal period. This is of special concern when employees have changed positions near the end of the appraisal period. Extended rating periods are not to exceed September 30. Employees who have not occupied their current position for 90 days prior to July 31 can have their appraisal period extended to meet the required minimum appraisal period, or if they were assigned to a new organization after June 30, and before July 31, they can have the summary rating which was transferred with them used for pay decisions. However, for performance award purposes, employees must receive a rating of record for the current Department of Transportation PMRS appraisal period.

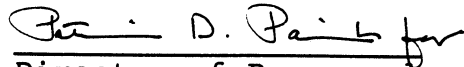
Filing Instructions: File after FPM Chapter 540 Bulletins

Bulletin Expires: Upon Notification

Distribution: Personnel Council Members

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We ask you to please remind supervisors of PMRS employees in your organization of the need to complete and submit appraisals in a timely manner. We also suggest that you take this opportunity to remind managers and supervisors of their responsibilities in contributing to a sound performance management program by preparing realistic assessments of actual performance against established performance standards.


Paul D. Paiter
Director of Personnel