

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

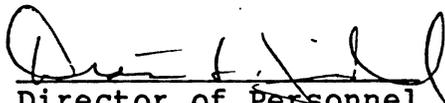
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DPM LETTER: 540- 5

SUBJECT: Page Revision to DPM Letter 540-3,
Combined Performance Management and
Recognition System and Performance
Management Plan System

DATE: OCT 26 1989

Attached is a revised page 2-2 for DPM Letter 540-3. The revised page contains a new job element requiring those employees occupying positions which have responsibility for internal controls to comply with the purposes, policies, and procedures addressed in OMB Circular A-123 (Revised), "Internal Control Systems."


Director of Personnel

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4. During the course of the appraisal period there shall be a discussion at approximately the mid-point between the supervisor and employee concerning the progress being made toward meeting performance elements and standards, the currency of the elements and standards, the level of the employee's performance by comparison with performance elements and standards and whether any changes or adjustments in the performance plan are necessary. The supervisor and employee shall sign and date the plan to show that the mid-point review took place. Comments may be entered in the Remarks Section of the DOT Performance Appraisal Form.
5. Changes to the performance plan are not limited just to the time of the mid-point review but can occur at any time during the appraisal period. Any revision to the plan becomes effective upon approval by the second level supervisor.

SECTION 3 - JOB ELEMENTS AND PERFORMANCE STANDARDS.

In developing the job elements and performance standards for the performance plan, the following must be taken into account.

1. Job elements and performance standards will be based on the requirements of the employee's position and shall reflect those aspects of performance over which the employee has control.
2. There shall be at least one critical job element (CJE) described for each position. Operating Administrations may require the description of more than one CJE.
3. To the extent that the position involves such responsibilities, critical job elements shall reflect the following:
 - (a) Affirmative Action and Equal Employment Opportunity accomplishments;
 - (b) organizational objectives;
 - (c) cost efficiency;
 - (d) occupational safety and health; and
 - (e) maintenance of a cost effective system of internal controls to assure that Federal programs and administrative activities are efficiently managed, as provided in OMB Circular A-123, to achieve the goals of the agency.
4. All supervisory positions shall have a distinct and separate critical job element covering supervisory responsibilities.
5. Noncritical job elements may be used when there are components of an employee's job which do not meet the definition of a critical job element, but are of sufficient importance to warrant appraisal and the assignment of an element rating.
6. There shall be for each job element a performance standard written at the Fully Successful level of performance. Written standards may also be prepared above and/or below the Fully Successful level. The absence of a written standard at a given rating level shall not preclude the assignment of a rating at the level.