

DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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SUBJECT: Computation of Performance Awards Under  
the Department's Performance Management  
and Recognition System (PMRS)

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The Office of Personnel, Office of the Secretary, is eliminating the requirement to use ratios in determining PMRS performance award amounts. As a result, Section 3-4a of DPM Letter 540-3 dated March 18, 1987, is revised to read as follows:

- a. Under 5 CFR 540.109(d), the following rules apply when determining the amount of a performance award.
- (1) An employee who is rated Outstanding must receive a performance award of at least 2 percent of base pay, but not more than 10 percent of base pay.
  - (2) An employee who is rated Exceptional may receive a performance award not to exceed 10 percent of base pay. The dollar amount of a performance award granted to an employee rated Exceptional must be less than the dollar amount of an award granted to an equally graded employee within the same organizational pool who is rated Outstanding.
  - (3) An employee who is rated Fully Successful may receive a performance award not to exceed 10 percent of base pay. The dollar amount of a performance award granted to an employee rated Fully Successful must be less than the dollar amount of an award received by an equally graded employee within the same organizational pool who is rated Exceptional or Outstanding.

This revision is effective upon publication and applies to performance awards granted this rating cycle.

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