

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
Internal Process for Executive Performance and Misconduct

Rating Official Guidance

By law, the Defense Nuclear Facilities Safety Board (Board) is required to develop a performance appraisal system for its Senior Executive Service (SES) employees. In addition, the law requires rating officials to issue performance requirements for the executives under their supervision and to appraise the performance of the executives against those requirements. Rating officials must consider all available evidence that affects an executive's level of performance with respect to these requirements or standards, including information about misconduct. As a consequence, the annual guidance and call for SES performance narratives and initial summary ratings will include the following language:

If you supervise an SES employee, you must assign an initial summary rating and communicate it to each subordinate by the deadline. Your rating assessment must be based on the evidence of performance against the written performance requirements or standards issued for the position with respect to the applicable rating period. In conducting your performance review, you must consider all relevant indicators of levels of performance, considering the performance elements applicable to the position and the relationship between organizational success and individual employee performance. If misconduct has affected an executive's performance, you must consider evidence of the misconduct in assessing performance against the applicable requirements or standards.

Performance Review Board (PRB) Guidance

The Division of Human Resources will provide the PRB with information regarding misconduct that has impacted the performance of any SES employee. Thus, when making recommendations on performance ratings and performance awards, the PRB must take into account the impact of any documented misconduct on the executive's performance, within the parameters of the applicable performance requirements/standards, during the relevant appraisal period. To ensure relevant information about executive misconduct is considered by the PRB, the following language will be inserted into the annual guidance provided to the PRB members:

Review performance documentation for each executive. Where applicable, consider the impact of documented misconduct on the executive's performance under the relevant performance requirements or performance standards.

Other Documentation

As applicable, Board policies, operating procedures, and related documents will be updated to include specific references to rating official and PRB responsibilities related to the consideration of the impact of documented misconduct on performance.