



October 1, 2009

VICE PRESIDENTS, AREA OPERATIONS

SUBJECT: Pay-for-Performance, Fiscal Year 2009, End-of-Year Rating

The economic downturn has contributed significantly to the overall National Performance Assessment (NPA) rating. Nationally, we may end the year with a corporate NPA score for which the adjective rating would be non-contributor. Employees who worked diligently and contributed to the organizations performance may receive an end-of-year rating of 3 or less and a personal adjective rating of non-contributor. This may not be an accurate reflection of their work throughout the year.

To offset this for fiscal year 2009, if an employee's overall performance rating is a 1, 2, or 3, evaluators will have the following option in the Performance Evaluation System available during the year-end rating process to:

- Leave the automatic adjective rating of non-contributor, or
- Change the adjective rating to contributor (without a change to the overall numeric rating).

This is each evaluator's decision based solely on the overall performance of the employee throughout the year.

There will be no change in the pay rules. An overall performance rating of a 3 or less will not receive a pay increase regardless of the adjective rating. However, this change will give the flexibility of acknowledging employees' individual contributions to the organization.

If you have any questions, please contact Mangala P. Gandhi, Manager, Selection, Evaluation, and Recognition at (202) 268-3793.

Anthony J. Vegliante