

CHAPTER 3

PERFORMANCE REVIEW BOARD

INTRODUCTION 3.0

The Secretary has established a Performance Review Board (PRB) to review and evaluate performance standards, performance appraisals, and ratings of senior executives.

Board Membership 3.1

The Board consists of seven members and two alternates appointed by the Secretary. The Assistant Secretary for Administration serves as Chairperson.

Board members may include career and noncareer SES and Executive Level employees. More than one-half of the Board members must be career executives when reviewing the appraisals and ratings of career executives. Members and alternates are appointed for a renewable 1-year term.

The Civil Service Reform Act of 1978 requires that the names of Board members be published in the Federal Register.

Board Responsibilities 3.2

Specific functions and responsibilities of the Board may include:

- o Executive Performance Appraisal System (EPAS)
 - Establishes common generic performance standards to ensure that the Secretary's goals are met.
 - Reviews performance standards of senior employees at the beginning of the fiscal year to ensure that standards are reasonable, comparable across organizational lines, and consistent with

the Department's program and management priorities.

- Reviews and evaluates performance appraisals and ratings submitted by organization heads at the end of the rating period. This includes the initial

appraisal and rating by the Rating Official, the employee's comments, if any, and the concurrence/nonconcurrence of the Reviewing Official.

- The PRB makes recommendations on senior executives to the Secretary on such issues as final performance ratings, pay adjustments, and other personnel actions based on performance. The PRB also makes recommendations on final performance ratings to the Inspector General for executives in his/her organization. The Inspector General appoints executives in his/her organization, makes pay adjustments, and approves other personnel actions without the recommendations of the PRB.
- The Board makes recommendations to the Secretary on performance awards for all senior executives, including those executives in the Office of Inspector General, and nominations for Presidential Rank Awards.

(Policies and procedures covering the EPAS are contained in Chapter 10.)

o SES Awards

- Makes recommendations to the Secretary for the following awards:
 - (a) Performance awards;
 - (b) Presidential Rank Awards; and