



Department of Energy

Washington, DC 20585

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MEMORANDUM TO: HEADS OF DEPARTMENTAL ELEMENTS

FROM: JEFF T. H. PON *JTH*
CHIEF HUMAN CAPITAL OFFICER

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FOR MANAGEMENT AND ADMINISTRATION, NNSA

SUBJECT: Payment of Performance Based Awards and Discretionary
Pay Adjustments

Our November 14, 2006 memorandum announced a decision to defer performance based awards and other discretionary performance based pay adjustments for all Federal employees Department-wide. This very difficult decision was based upon the terms of the Continuing Resolution (CR) in effect at that time and the uncertain funding situation for Fiscal Year 2007. Yesterday, the President signed a revised CR for the remainder of Fiscal Year 2007 that provides the Department with a clear financial situation for this fiscal year. Therefore, the Secretary and the Department's senior leadership have decided to lift the Department-wide deferral of performance based awards and other discretionary pay actions.

All performance based awards and other performance based discretionary pay actions (quality step increases, performance-based pay adjustments for Excepted Service employees, etc.) will be effected on March 4, 2007 with a pay date of March 29, 2007. In light of the lifting of the deferral, your understanding of your organization's budget situation for Fiscal Year 2007, and the timeframes required to process all approved awards by the March 4, 2007 effective date, you should immediately finalize your performance recognition decisions and forward them to your servicing Human Resources Office for processing. Please contact us if you have any questions in making your final decisions.

Cc: Human Resource Directors



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