# DOI Personnel Bulletin 20-20 – Due Weight Consideration for Merit Promotion Selection

**TO:** Employees
**SUBJECT:** DOI Personnel Bulletin 20-20 – Due Weight Consideration for Merit Promotion Selection

The DOI Office of Human Capital recently issued [DOI Personnel Bulletin 20-20](https://www.doi.gov/sites/doi.gov/files/elips/documents/pb-20-20-doi-merit-promotion-staffing-policy-11.10.2020.pdf), Agency Merit Promotion Plan Policy (MPP). The MPP provides guidance to Hiring Managers and HR Staff on hiring activity within the Department.

Beginning February 26, 2021, as part of the selection process, Hiring Managers must give due weight consideration to performance appraisal and award documentation submitted as part of an applicant’s application package. The additional documentation is intended to further inform the selection process but is not a guarantee of selection of any applicant.

This provision applies to Merit Promotion announcements only and IBC vacancy announcements will contain verbiage requesting submission of this documentation as part of an applicant’s package.

**Applicant Role and Responsibility**

* To receive due weight consideration, take proactive steps to submit performance appraisal and award documentation with each application package submitted
* **NOTE:** HR will *not* pull documentation from any system or on behalf of any employee to add to an application package. Applicants are solely responsible for retrieving, redacting, and uploading these documents
* Submit a redacted copy of your most recent performance appraisal and awards from the last five years when applying for a position advertised under merit promotion

## Applicants: How to Obtain Your Performance and Award Documents

* Current IBC employees can retrieve their most recent performance appraisal from [eOPF](https://eopf.opm.gov/doi/) or [DOI Talent](https://doitalent.ibc.doi.gov/)
* Award information can be submitted as either:
* A list of awards from the last five years identifying award type and date received
* Redacted award SF-50s. Monetary and time off awards SF-50s are available in [eOPF](https://eopf.opm.gov/doi/).

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## Resources

* DOI Talent: <https://doitalent.ibc.doi.gov/>
* eOPF: <https://eopf.opm.gov/doi/>

## Questions

* Contact your [servicing HR Specialist](https://ibc.doi.gov/HRD/hr-services-contacts) with questions.