



Fact Sheet: Federal Employee Performance Appraisals to Include Information Sharing

“Each agency’s incentive structure opposes sharing, with risks (criminal, civil, and internal administrative sanctions) but few rewards for sharing information. No one has to pay the long-term costs of over-classifying information, though these costs—even in literal financial terms— are substantial. There are no punishments for not sharing information.”

– Final Report of the National Commission on Terrorist Attacks Upon the United States, July 2004

PM-ISE and OPM Release Guidance on Information Sharing Elements for Performance Appraisals

- On September 24, 2008, the Office of the Program Manager for the Information Sharing Environment (PM-ISE) and the Office of Personnel Management (OPM) released guidance on the information sharing elements to be incorporated into federal employee performance appraisals.
- The guidance is intended to hold personnel accountable for the improved and increased sharing of terrorism-related information.
- This guidance implements the President’s direction for each head of an agency that possesses or uses intelligence or terrorism information “to add a performance evaluation element on information sharing to employees’ annual Performance Appraisal Review...” (Dec 16, 2005 Memorandum, *Guidelines and Requirements in Support of the Information Sharing Environment*).
- This action is a significant step in institutionalizing a culture of information sharing and addresses findings from multiple post-9/11 studies that the removal cultural barriers and the creation of incentives for information sharing are critical to our counterterrorism efforts.

Key Elements of the Information Sharing Performance Appraisal Guidance

- The Information Sharing Environment Guidance, *Inclusion of Information Sharing Performance Evaluation Element In Employee Performance Appraisals (ISE-G-105)*, requires a mandatory competency statement be added to performance plans, recommends competency statements for specific employee categories, and provides samples of performance appraisal narratives.

- Agencies are to work with their Human Resources Department to add information sharing competencies to relevant employees' performance appraisals, to the extent possible, beginning with the upcoming FY 2009 performance cycle.
- The PM-ISE worked with OPM to develop this guidance, and OPM Human Capital Officers for each agency have are available to assist agencies with implementation.
- The guidance applies to federal agencies who are members of the Information Sharing Council or who possess or use terrorism-related information, and to personnel with responsibilities for sharing terrorism-related information, or supporting such sharing.
- The PM-ISE is making this information available to State, local and tribal governments for their use.

Information Sharing Environment Background

- The *Intelligence Reform and Terrorism Prevention Act of 2004*, as amended by the *9/11 Commission Act*, calls for the development of an ISE to facilitate the sharing of terrorism and homeland security information among Federal, State, local, and tribal governments and, as appropriate, foreign partners and the private sector.
- The Information Sharing Council was called for by the *Intelligence Reform and Terrorism Prevention Act of 2004* and established by Executive Order 13388 to advise the President and the Program Manager, Information Sharing Environment, and to provide for coordination among the federal agencies participating in the ISE.