

For: FFAS Employees, except FAS Overseas

Midyear Progress Reviews

Approved by: Acting Deputy Administrator, Management



1 Performance Management System

A

Purpose

This notice notifies all supervisors to conduct at least 1 progress review of an employee's performance approximately midway through the rating period, but not later than May 31, 2000.

B

**Performing
Rating Period**

The performance rating period is October 1, 1999, to September 30, 2000.

C

Midyear Reviews

Even though only 1 progress review is **required**, it is in the best interest of the supervisor and employee that **periodic performance review discussions** be held. An employee may request a meeting for this review.

D

**Changes in
Positions,
Assignments, or
Supervisors**

For changes in positions or assignments, or after the employee has been given a new position or assignment, new or amended elements and standards must be in place within 30 calendar days.

When an employee works under different supervisors during the designated appraisal period, each supervisor of 90 calendar days or more shall document the employee's accomplishments and prepare a summary rating. The summary rating should be forwarded to the employee's current supervisor for appropriate consideration in preparing the employee's **rating of record**. Employees should also be given a copy of the summary rating.

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<p>Disposal Date</p> <p>October 1, 2000</p>	<p>Distribution</p> <p>All FAS, FSA, and RMA employees, except FAS Overseas; State Offices relay to County Offices</p>
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1 Performance Management System (Continued)

E

Contact Points

If additional information is needed, contact the appropriate office as follows.

Employee Location	Contact
<ul style="list-style-type: none"> • National Office • Regional Offices • Compliance Field Offices, except Kansas City 	Cheryl Fuller, HRD, Performance Management, Benefits, and Awards Branch at 202-418-8973 or 202-418-9116 (TTY)
<ul style="list-style-type: none"> • Offices serviced by KCAO, including Kansas City Compliance Field Office • State Offices 	KCAO, Personnel Division, Employee and Labor Relations Branch at 816-926-6643 or 816-926-3063 (TTY)

2 Action

A

**Supervisory
Action for
Progress Reviews**

For meaningful discussions, supervisors shall take the following action for progress reviews.

Step	Action
1	Consider the following topics in conducting progress reviews: <ul style="list-style-type: none"> • the employee’s progress towards accomplishing each performance element • the need for any changes to the performance plan • any performance accomplishments and deficiencies, with recommendations on how to improve any deficiencies • the employee’s performance on primary responsibilities and priorities • the employee’s strengths and areas for growth • existing or revised Individual Development Plan (IDP) activities • any employee’s feedback and constructive suggestions for the supervisor • anything else the employee or supervisor would like to address.

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2 Action (Continued)

**A
Supervisory
Action for
Progress Reviews
(Continued)**

Step	Action
2	Maintain a written record of any performance accomplishments and deficiencies discussed with the employee.
3	Make pen-and-ink changes to the performance plan, if required.
4	Initial and date AD-435A, block 12 or Form 4140, "Performance Work Plan", Part II, items 10A and 10B.
5	Ensure that progress reviews for employees are completed by May 31, 2000 .
6	Schedule another progress review, if needed.

**B
Employee Action
for Progress
Reviews**

Employees shall take the following action for progress reviews.

Step	Action
1	Review the current performance plan.
2	Develop questions for any performance clarification.
3	Prepare and submit midyear accomplishments before the review.
4	Bring the performance plan, accomplishments, and the new, completed IDP to the meeting.
5	Discuss any barriers that diminish an effective work performance.
6	Take notes and follow up on guidance on how to improve any weaknesses.
7	Initial and date AD- 435A, block 12 or Form 4140, Part II, items 10A and 10B.
8	Keep a copy of the signed AD-435A or Form 4140.
9	Schedule another progress review, if needed.

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2 Action (Continued)

C
Supervisory
Action for
Changes in
Positions,
Assignments, or
Supervisors

Supervisors shall take the following action for situations involving changes in positions, assignments, or supervisors.

Step	Action
1	Prepare new or revised performance plans using AD-435A, AD-435B, or Form 4140.
2	Ensure that the new or revised performance plan is in place within 30 calendar days of the change in the employee's position or assignment.
3	Ensure that the employee participates in establishing performance plans.
4	Designate a summary rating on AD-435 or Form 4140.
5	Forward AD-435 or Form 4140 to the employee's new supervisor and a copy to the employee.
