

**For:** FSA State and County Offices (using Pass/Fail rating system)

**Midyear Progress Reviews for State and County Offices Under Pass/Fail Rating System**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

The FY performance appraisal cycle began October 1, 2000, and will end September 30, 2001. Periodic reviews of an employee's progress toward work goals are a major characteristic of performance management.

**B**

**Purpose**

This notice reminds supervisors to conduct a midyear review approximately midway through the rating period or **no later than May 31**.

**C**

**Benefits of Progress Review**

Progress reviews provide an opportunity to:

- revise work plans to keep goals realistic, note impediments to progress, define areas that need additional help, and exchange ideas for furthering work progress
- obtain and document necessary information about job performance during the appraisal period which could be fairer and more acceptable

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<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2001	State Offices; State Office relay to County Offices

**1 Overview (Continued)**

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**C**

**Benefits of  
Progress Review  
(Continued)**

- increase communications which could strengthen supervisor-employee work relationships by discussing work in objective terms rather than subjective terms during the appraisal period
  - discuss and attempt to solve performance problems that may involve internal factors, that is, knowledge, skills, abilities, motivation, and environmental factors such as working conditions, job design, or training.
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**D**

**Labor Relations  
Obligations**

Where exclusive representation exists, this notice does not apply until bargaining takes place. Where contract language addresses these policies and procedures for bargaining unit employees, contract language prevails.

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**E**

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

New or amended performance elements and standards must be in place within 30 calendar days after an employee has been given a new position or assignment.

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.

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## Notice PM-2248

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### 2 Action

#### A Supervisor/ Employee Action for Progress Reviews

Supervisors and employees shall:

- discuss each element in the performance plan specifically addressing:
  - the employee's progress toward accomplishing the element
  - the need for changes to the performance plan
  - any performance accomplishments and deficiencies, including recommendations for improving deficiencies
- maintain a written record of any achievements and/or performance deficiencies
- document the progress review with the employee by completing Form 4140, blocks 8, 9, 10A, and 10B.

**Note:** Refer to the Combined Administrative Management System (CAMS) User Manual, Performance Management Chapter for additional information.

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#### B Unacceptable Performance

If at any time during the appraisal period one or more element(s) is found to be at the "results not achieved" level, the employee should be placed under an official opportunity to improve (OTI).

OTI (SCA Form 4140-A) will be completed jointly by the rating official and employee with the technical assistance of the Servicing Human Resources Office. See Common Policies at <http://dc.ffas.intranet.usda.gov/hrd>.

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#### C Contact

If additional information is needed, contact Cheryl Fuller, HRD, Performance Management, Benefits, and Awards Branch at 202-418-8973 (voice) or 202-418-9116 (TTY).

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