

**For:** FSA Kansas City Offices and State Offices (using the 5-tier rating system)  
RMA Kansas City Offices  
FAS (except Overseas Offices)

**Midyear Progress Reviews for Offices Under the Five Tier 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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<p><b>Disposal Date</b></p> <p>November 1, 2001</p>	<p><b>Distribution</b></p> <p>FSA Kansas City Offices and State Offices (using the 5-tier rating system); RMA Kansas City Offices; FAS (except Overseas Offices)</p>
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**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-2249

### 2 Action

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#### **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
  - make pen-and-ink changes to the performance plan, if required
  - document the progress review with the employee by completing both the employee and supervisor sections of the progress review item on AD-435A
  - ensure that progress reviews for employees are completed by May 31, 2001.
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#### **B Unacceptable Performance**

If the employee performs at the "Does Not Meet Fully Successful" level in 1 or more critical elements, the supervisor may take action according to 5-PM, subparagraph 90 D.

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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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