

For: FFAS Employees, Except FAS Foreign Service Employees

FY 2003 Mid-Year Reviews

Approved by: Deputy Administrator, Management



1 Overview

A

Background

Frequent and meaningful “performance” discussions between employees and supervisors are strongly encouraged throughout the appraisal cycle that ends September 30, 2003.

B

Purpose

This notice reminds FFAS employees, except FAS Foreign Service employees, to complete the FY 2003 mid-year performance progress reviews by April 30, 2003.

C

Certification Requirement

To help ensure that the President’s mandates for Human Capital Management are being met, FFAS supervisors, managers, and executives must certify in writing through the chain of command that mid-year performance progress reviews with all subordinate staff have been completed by April 30, 2003. In:

- headquarters’ organizations, certifications are to flow upward to the Deputy Administrator
- field organizations, certifications are to flow from CED’s and FLM’s through DD’s and SED’s to DAFO.

Certifications from Deputy Administrators that mid-year reviews have been completed are to reach Cheryl Fuller, HRD, STOP 0595, **by June 2, 2003.**

<p>Disposal Date</p> <p>August 1, 2003</p>	<p>Distribution</p> <p>All FSA, RMA, and FAS employees, except FAS Foreign Service employees; State Offices relay to County Offices</p>
---	--

2 Scheduling Mid-Year Reviews

A

Forum for Discussion

Mid-year reviews provide a forum for employees and supervisors to:

- review performance elements and standards, and to make any necessary changes
- discuss accomplishments during the past 6 months, and to revisit or develop individual development plans.

Communication and dialogue between supervisors and employees are essential for mutual understanding of performance expectations and requirements. Like formal reviews, periodic informal reviews can be very useful in ensuring that short-term assignments and longer term projects are progressing as planned and expected. There is no substitute for frequent and timely dialogue on work in progress, expectations, constraints, priorities, etc. Frequent dialogue between supervisors and employees:

- helps ensure timely and effective delivery of services to customers
 - reinforces a results-driven performance culture.
-

B

Improving Performance

The mid-year review also provides timely opportunities for employees who are performing at the “Does Not Meet Fully Successful” or “Results Not Achieved” level in 1 or more critical elements to be placed under either of the following:

- an official opportunity to improve (OTI) for FSA and RMA employees under pass/fail
- a performance improvement plan (PIP) for FAS, FSA, and RMA employees not under pass/fail.

Note: OTI or PIP should be done in conjunction with HRD employee relations specialists.

For additional policy and instructions:

- visit <http://dc.ffasintranet.usda.gov/hrd/pmmain.htm> and link to the applicable site
 - review program area directives.
-

Continued on the next page

2 Scheduling Mid-Year Reviews (Continued)

C

**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.

D

Contact

If there are questions or additional information is needed, contact 1 of the following:

- Cheryl Fuller at 202-418-8973 or Angela Jackson at 202-418-9019 or at 202-418-9118 (tty)
 - HRD, Employee and Labor Relations Branch at 202-418-8999 or 202-418-9116 (tty) for FFAS National Office employees
 - KCAO, Personnel Division, Employee and Labor Relations Branch at 816-926-6643 or 816-926-3063 (tty).
-