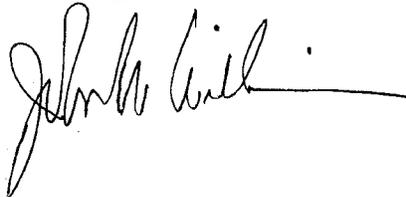


**For:** FFAS Employees Except Foreign Service Employees

**FY 2004 Mid-Year Reviews**

**Approved by:** Deputy Administrator, Management



**1 Completing FY 2004 Mid-Year Reviews**

**A Purpose**

This notice reminds FFAS employees to complete the FY 2004 Mid-year Performance Progress Reviews by May 30, 2004.

**B Forum for Discussion**

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

- review performance elements and standards, and make any necessary changes
- discuss accomplishments during the past 6 months and revisit or develop Individual Development Plans (IDP's).

Communication and dialogue between supervisors and employees is essential for mutual understanding of performance expectations and requirements. Like formal reviews, periodic informal reviews can be very useful in assuring 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 assure timely and effective delivery of services to customers
- reinforces a result-driven performance culture.

<b>Disposal Date</b>  October 1, 2004	<b>Distribution</b>  All FFAS Employees, except Foreign Service Employees; State Offices relay to County Offices
---	--

## Notice PM-2416

### 1 Completing FY 2004 Mid-Year Reviews (Continued)

#### C Improving Performance

The mid-year review provides timely opportunities for employees who are performing at the “Does Not Meet Fully Successful” or “Results Not Achieved” levels 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 developed in conjunction with HRD Employee Relations Specialists.

For additional policy and instructions:

- visit [http://hr.ffas.usda.gov/policies/perf\\_mgt\\_services.htm](http://hr.ffas.usda.gov/policies/perf_mgt_services.htm)
- review program area directives.

#### D Labor-Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

#### E Contacts

If there are questions or additional information is needed, contact:

- Cheryl Fuller at 202-418-8973 or Angela Jackson at 202-418-9019 or 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, HRD, Employee and Labor Relations Branch, at 816-926-6643 or 816-926-3063 (TTY) .