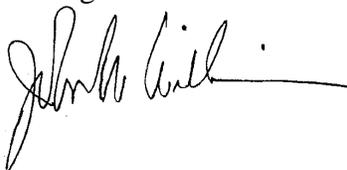


For: FFAS Employees, Except Foreign Service Employees

FY 2004 End-of-Year Performance Appraisal Guidelines

Approved by: Deputy Administrator, Management



1 Performance Appraisal Guidelines

A Purpose

This notice:

- reminds employees that the FY 2004 performance appraisal cycle ends September 30, 2004, for all FFAS employees, except Foreign Service employees
- addresses specific rating guidelines about supervisory and/or position changes during the performance cycle.

B Rating Performance Guidelines

The minimum appraisal period under an approved performance plan is 90 calendar days and no longer than 15 months for a rating of record to be conducted.

Note: The appraisal period could be extended to allow employees to complete an Opportunity to Improve or Performance Improvement Plan before their rating of record.

Supervisors must be aware of the following before completing the employee’s performance appraisal. Do not complete unless:

- elements and standards were established at the “Results Achieved” or “Meets Fully Successful” level and **communicated to the employee**
- the employee has **served under those elements and standards in the current position for 90 calendar days or more.**

Disposal Date	Distribution
January 1, 2005	All FAS, FSA, and RMA employees, except Foreign Service employees; State Offices relay to County Offices

1 Performance Appraisal Guidelines (Continued)

C Rating of Record

A rating of record is required:

- at the conclusion of a detail or temporary promotion

Notes: The rating official to whom the employee was detailed will **document** the employee's accomplishments and **forward** the information to the employee's permanent supervisor for consideration of the rating record.

This guidance applies to any employee detailed within USDA. When an employee is detailed outside the Department, the **permanent supervisor should make a concerted effort to obtain information about the employee's performance before completing the annual performance rating of record.**

- **for a Departure/Interim Rating, such as the following.**
 - **Supervisory Change.** Each individual who supervised an employee for 90 calendar days or more during the appraisal period should discuss the performance with the employee, prepare feedback comments, and forward them to the current rating official.
 - **Position and Supervisory Change.** When an employee who has occupied a position for at least 90 calendar days leaves that position, **the supervisor or rating official should prepare feedback comments on the employee's performance and forward them to the new supervisor or rating official.**
 - **Position Change Without a Supervisory Change.** When an employee changes position, but retains the same supervisor, that is, the employee was promoted or reassigned within the same organization, **the supervisor should prepare written documentation of the employee's performance. This information must be considered in the employee's rating of record.**

D Inability to Rate

When a rating of record cannot be prepared by the end of the designated appraisal period (September 30, 2004), the appraisal period shall be extended 90 calendar days. Once the minimum appraisal period has been completed, a rating of record **must** be issued.

Note: The employee's signature indicates receipt of the rating, it does **not** represent agreement with the rating. If the employee refuses to sign the rating of record, the rating official should note this in the appropriate block and indicate the date the rating was issued.

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1 Performance Appraisal Guidelines (Continued)

E Policies and Procedures

For pass/fail systems, see 5-PM, Exhibit 4 (National Office) or Exhibit 6 (State and County Offices) for complete guidance.

For 4- or 5-tier systems, see 5-PM, Exhibit 8 for complete guidance.

F Contacts

If additional information is needed, contact the appropriate individual according to this table.

IF the supervisor is located in...	THEN contact...
<ul style="list-style-type: none">• FAS• FSA• RMA	Performance Management, Benefits, and Awards Branch, HRD at 202-418-8973 or TTY 202-418-9116.
1 of the following: <ul style="list-style-type: none">• APFO• KCCO• KCAO• KCFO• Kansas City User Relations & IT Architecture Management Center• Kansas City Application Development Center• State Offices	KCAO, HRD, Employee and Labor Relations Branch at 816-926-6643 or TTY 816-926-3063.
County Office	State Office.

G 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.