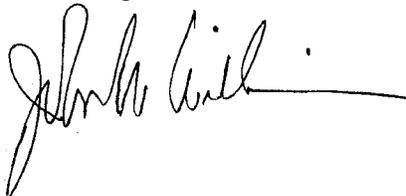


**For:** FFAS Employees, Except Foreign Service Employees

**FY 2005 Mid-Year Reviews**

**Approved by:** Deputy Administrator, Management



**1 Completing FY 2005 Mid-Year Reviews**

**A Purpose**

This notice reminds FFAS supervisors and employees (except FAS Foreign Service) to complete the FY 2005 Mid-Year Performance Progress Reviews by May 31, 2005.

**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
- 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 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.

**Disposal Date**

October 1, 2005

**Distribution**

All FFAS Employees, except Foreign Service employees; State Offices relay to County Offices

## Notice PM-2464

### 1 Completing FY 2005 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 done 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, this notice does not apply until bargaining takes place. Where contract language addresses these policies and procedures for bargaining unit employees, contract language prevails.

#### E Contact

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

- Stephen Crisp at 202-418-8975 or Angela Jackson at 202-418-9019 or (TTY) 202-418-9118
- HRD, Employee and Labor Relations Branch at 202-418-8999 or (TTY) 202-418-9116 for FFAS National Office employees
- Kansas City Human Resource Office, Employee and Labor Relations Branch at 816-926-6643 or (TTY) 816-926-3063.