



Foreign Service Limited (FSL) Appointees and the Employee Evaluation Program (EEP)

A Mandatory Reference for ADS Chapter 470

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The purpose of this mandatory reference is to revise and, where appropriate, restate the Agency's policy with respect to Foreign Service (FS) Limited personnel and the FS Employee Evaluation Program.

Beginning with the 2010/11 FSL rating cycle (ending March 31, 2011), the following two changes are effective:

- #1) Appraisal Committee (AC) review is mandatory for the AEFs of "Competitive FSLs." (AC review of non-Competitive FSL AEFs remains at the option of the employee.)

- #2) The AEFs of "Competitive FSLs" are due to HR at the same time as the AEFs for Career/Career Candidate FS employees at grades FS-04 or above (May 4, 2011 for the 2010/11 rating cycle, and in accordance with the submission instructions specified in the January 2011 notice

<http://iapp1.usaid.gov/notices/notDetail.cfm?msgid=19967&currmo=1&curryr=2011&prevnext=no&type=PolicyReminder>).

FSLs, even though not reviewed by the annual FS Performance Boards, remain eligible for performance-based cash awards, and "Competitive FSLs" are eligible for conversion to Career Candidate appointments. The evaluations are needed on the earlier date to allow decisions on conversion to Career Candidate to be made in a timely manner.

All employees involved in the FSL EEP process are encouraged to read this mandatory reference which, for the most part, restates the Agency's FSL EEP policy as stated in the January and December 2006 Agency notices

<http://iapp1.usaid.gov/notices/notDetail.cfm?msgid=10858&currmo=1&curryr=2006&prevnext=no&type=PolicyReminder>,

<http://iapp1.usaid.gov/notices/notDetail.cfm?msgid=12208&currmo=12&curryr=2006&prevnext=no&type=Personnel>, as well as the information included on the Agency's FS EEP page http://inside.usaid.gov/HR/eed_fs-sfs.cfm.

FSLs who supervise FSL/FS employees are obliged to understand and fulfill their performance evaluation obligations, appreciating the substantial impact annual evaluations have on the careers of FSL/FS employees. Assistant Administrators/Bureau/Independent Office Heads and Mission Directors are reminded that they are responsible, under [ADS 461.2](#), for managing and ensuring compliance with the Agency's FSL/FS EEP within their Operating Unit.

Raters of FSLs, as well as FSL ratees, are urged to review the October 18, 2010, Agency Notice (Subject: "2010 FS/SFS Performance Boards Observations/Comments and HR Reminders")

<http://iapp1.usaid.gov/notices/notDetail.cfm?msgid=19430&currmo=10&curryr=2010&prevnext=no&type=PolicyReminder>.

Even though FSLs are not reviewed by the Agency's FS Performance Boards, the October 2010 Agency notice highlights the comments and observations of the members of those Performance Boards, and these should prove helpful in the context of FSL AEF preparation. Subjects such as preparing Work Objectives, conducting the mandatory mid-cycle Progress Review, completing end-of-cycle AEFs, generally recognizing the importance of candid and timely communication between supervisors and employees, and more is addressed.

Here follows a brief summary of the FSL (and FS) evaluation process:

(1) START OF EVALUATION PERIOD -

- Rating Official and employee discuss new Performance Plan (Work Objectives and Performance Measures) and professional development opportunities (work assignments, career and personal goals, and training).

- Rating Official establishes Performance Plan with optional Appraisal Committee (AC) input. (HR strongly encourages AC review of FSL Performance Plan when the FSL reports to/is rated by a non-FS employee.)

- Rating Official presents final performance plan to employee for signature within 45 days of the employee's assignment.

(2) THROUGHOUT EVALUATION PERIOD -

- Rating Official provides employee feedback and communication on performance progress.

- Rating Official makes written adjustments to performance plan, as appropriate.

- Employees and Rating Officials communicate with one another, particularly with respect to performance concerns.

(3) MIDDLE OF EVALUATION PERIOD -

- This is the time when the rater and ratee formally discuss and document performance to date. It provides an important formal opportunity for candid discussion of progress toward achieving Work Objectives, performance in general, and the extent to which required skills are being demonstrated. This mid-cycle review also serves as a crucial, formal opportunity for notification to ratees, in writing, of any perceived performance concerns or deficiencies and a description of how performance is to be improved to an acceptable level. This review includes consideration of comments from at least three 360 degree sources.

- Rating Official ensures that this mandatory mid-cycle review with the employee is fully documented in accord with applicable procedures. In addition, if circumstances warrant, written adjustments to the Performance Plan are to be indicated on the rating form.

- Please note - The mid-cycle review session is to be conducted between the rater and ratee only. Others are not to attend or participate.

(4) COMPLETION OF EVALUATION PERIOD -

- Upon request, employee submits self-assessment and 360 degree sources to Rating Official.

- Rating Official uses 360 degree input, employee's self-assessment, and, if appropriate Appraisal Input Forms (AIFs) to draft AEF.

- Rating Official shares draft AEF with the employee and makes any mutually agreed changes.

- AC Review (mandatory for "Competitive FSLs", optional for non-Competitive FSLs) - Rating Official submits all evaluations and Skills Feedback Worksheets (SFWs) to AC for review when review is required/requested.

- Rating Official finalizes AEF and provides it to the employee with performance feedback.

- Employee submits optional Employee Statement in response to final AEF.

To reiterate the EEP guidance, the Principal Officer of the Operating Unit is responsible for ensuring that AEF requirements, including establishment of Appraisal Committee(s), is timely met.

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