



**Functional Series 400  
Personnel**

**INTERIM UPDATE 08-11**

**SUBJECT:** Policy and Regulations for the new 2008 CS Performance Evaluation System

**NEW MATERIAL:** On March 21, 2008, HR and AFGE announced in a general notice (2008 New Civil Service Performance Evaluation System Changes), the changes to the CS Performance Evaluation System and the new Annual Evaluation Form.

**EFFECTIVE DATE:** 03/21/2008

**ATTACHMENTS:**

1. [ADS Chapter 462, Employee Evaluation Program, Civil Service](#)
2. [Evaluation Program Guidebook, Part 2, Civil Service](#)
3. [U.S. Agency for International Development-USAID Annual Evaluation Form-CIVIL SERVICE](#)
4. [Civil Service Performance Standards Feedback Worksheet](#)
5. [Appraisal Input Form \(AIF\)](#)
6. [Appraisal Input Form \(AIF\)](#)

POLICY

USAID/General Notice  
USAID/HR/ELR  
09/30/2008

Subject: Policy and Regulations for the new 2008 CS Performance Evaluation System

THIS NOTICE SHOULD BE READ BY ALL FOREIGN SERVICE, CIVIL SERVICE, AND SENIOR EXECUTIVE SERVICE DIRECT HIRE EMPLOYEES

On March 21, 2008, HR and AFGE announced in a general notice (2008 New Civil Service Performance Evaluation System Changes), the changes to the CS Performance Evaluation System and the new Annual Evaluation Form. This notice indicated that the policy and regulations governing the Performance Evaluation System would be forthcoming.

Attached to this notice is the policy (ADS 462, Employee Evaluation Program, Civil Service) and the regulations (Employee Evaluation Program Guidebook, Part 2, Civil

Service) that further specify changes outlined in that notice. Also attached is the Skills Feedback Worksheet (ADS 462-2); Appraisal Input Form for Non-Supervisors (ADS 462-4); and the Appraisal Input Form for Supervisors (ADS 462-5).

A revised Annual Evaluation Form, 462-1, is also attached to this notice showing the change that deletes the mid-cycle summary rating. On August 5, 2008, an email notice was sent to all AMS Officers' referring to this change. As of that date, "it is no longer a requirement to assign an actual rating level as part of the mid-cycle review phase (Section 6a)."

Rating Officials were directed to have mid-cycle reviews completed by August 29, 2008. If for some reason you were not notified of this change, you are not required to redo your current form already in place. HR/ELR will accept AEF's already in place at the end of the rating cycle. However, do not, repeat, do not submit an AEF with a mid-cycle rating. Please replace that page, Section 6, page 8, if appropriate, at the end of the rating cycle. Keep in mind that Section 6 is only submitted to HR/ELR if an employee has a rating of Minimally Successful or Unacceptable at the end of the rating cycle.

Point of Contact: Any questions concerning this Notice may be directed to Melissa Jackson, HR/ELR, (202) 712-1781.

Notice 0981

<b>File Name</b>	IU4_0811_100108
<b>Notice Date</b>	09/30/2008
<b>Effective Date</b>	09/30/2008
<b>Editorial Revision Date</b>	09/29/2008
<b>ADS CD No.</b>	N/A
<b>Remarks</b>	This IU will remain on the ADS Web site for three months.

IU4\_0811\_100108