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Personnel**

INTERIM UPDATE 06-03

SUBJECT: ADS 421, Senior Executive Service (SES) Performance Management System

NEW MATERIAL: This Notice announces the issuance of ADS 421, Senior Executive Service (SES) Performance Management System. This new ADS chapter replaces in its entirety Senior Executive Service (SES) Performance Management System, an Internal Mandatory Reference to ADS 423, Personnel Operations: Senior Executive Service.

EFFECTIVE DATE: 10/01/2005

ATTACHMENTS: 1. [ADS 421](#)
2. **Performance Appraisal Report for the Senior Executive Service** [Note: This document is only available on the USAID Intranet (<http://inside.usaid.gov/forms/a410-10.doc>) Please contact ads@usaid.gov if you need a copy].

POLICY

**USAID/General Notice
M/HR/PPIM
03/13/2006**

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This Notice announces the issuance of ADS 421, Senior Executive Service (SES) Performance Management System. This new ADS chapter replaces in its entirety Senior Executive Service (SES) Performance Management System, an Internal Mandatory Reference to ADS 423, Personnel Operations: Senior Executive Service.

The effective date of the new ADS chapter is October 1, 2005, when the current 2005-2006 rating cycle began for the Senior Executive Service.

The new ADS chapter and appraisal form, Performance Appraisal Report for the Senior Executive Service (AID 410-10 (10/05)), have been revised to more directly conform to the requirements of SES pay-for-performance legislation and regulations. In addition,

both the U.S. Office of Personnel Management (OPM) and the Office of Management and Budget (OMB) have stressed the fact that such revisions are necessary for the Agency to obtain full certification of its SES performance management system.

Key changes to the SES appraisal system that executives and their rating officials should be aware of include the following:

1. The new appraisal form emphasizes the direct linkage between individual performance and the accomplishment of organizational goals. Executives and their rating officials are required to develop a minimum of three but no more than five performance elements that reflect critical performance objectives and specific results or outcomes that the executive is expected to accomplish during the appraisal period. Performance standards must include specific measures and results that are objectively verifiable.

2. In addition, all executives are appraised on four mandatory performance elements: Leading Change, Leading People, Business Results, and Communication. These responsibilities are preprinted on the appraisal form and reflect core managerial competencies that are common to all executives and that are necessary for achieving organizational goals.

3. Rating officials must develop performance plans in consultation with the executive. Rating officials must conduct a formal progress review with the executive midway through the appraisal period, and they must certify that this review occurred.

4. A statement by a higher level reviewing official is no longer required for each executive appraised. However, an executive may elect to provide a narrative statement or request a higher level review or both within ten working days of receipt of the appraisal. (See ADS 421.3.4(f) for complete details.)

POINT OF CONTACT: Questions regarding this Notice may be directed to Joann Jones, M/HR/PPIM, (202) 712-5048.

Notice 0331

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU4_0603_031506_nocd	03/13/2006	10/01/2005			This IU will be cancelled once CD 43 is released.

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