**Functional Series 400**                                         **INTERIM UPDATE 05-05**
**Personnel**

**SUBJECT:** 2005 Implementation of the Civil Service Evaluation System


**NEW MATERIAL:**     The Office of Human Resources and AFGE are pleased to
announce the release of all documents pertaining to the new Civil
Service evaluation system.  Training courses have been scheduled
to familiarize employees with this new program.  Supervisors are
strongly encouraged to allow their staff members to attend these
sessions.  It is critical that everyone who participates read all
available material before attending the training.


**EFFECTIVE DATE:** 01/01/2005


**ATTACHMENTS:**     1. Annual Evaluation Form (AID 462-1) (01/05)
2. Skills Feedback Worksheet (AID 462-2)
3. AEF instructions
4. Appraisal Input Form (AIF) for Non-supervisors (AID 462-4)
5. Appraisal Input Form (AIF) for Supervisors (AID 462-5)
6. Employee Statement (AID 462.2)
7. ADS Chapter 462 (available on the website soon)
8. Employee Evaluation Program (EEP) Guidebook (available on
the website soon)


                                                            USAID/General Notice
                          POLICY                            M/HR/LERB
                                                            03/09/2005


Subject:  2005 Implementation of the Civil Service Evaluation System

THIS NOTICE SHOULD BE READ BY ALL CIVIL SERVICE DIRECT-HIRE
EMPLOYEES, ADMINISTRATIVELY DETERMINED EMPLOYEES AND THEIR
SUPERVISORS.

On January 28, 2005, a general notice entitled 2005 Civil Service New Evaluation
System was published summarizing the new Civil Service (CS) evaluation system.  The
Office of Human Resources and AFGE are pleased to announce the release of all
documents pertaining to the new Civil Service evaluation system.

Implementation Note:

The Agency recognizes that its newly promulgated performance evaluation system is being implemented later than January 1, 2005. The implementation schedule in the first year recognizes the time and attention devoted to the completion of 2004 evaluations under the predecessor program requiring submission of evaluations no later than March 4, 2005. Performance during January 1, 2005 to March 8, 2005 is to be documented and discussed and may be used to facilitate communication of expectations as we inaugurate the 2005 process.

The January 28, 2005, notice stated that a new employee evaluation system would be used for the 2005 rating cycle for Civil Service employees. The notice included the most pertinent changes that occur within the new system. Because the documents are just becoming available, we are extending the establishment of performance plans to April 7, 2005 which will allow the rater and employee the thirty (30) calendar days to discuss performance plans and put them in place.

The documents below are attached to this notice and can be retrieved from the Agency website under Forms:

1. Annual Evaluation Form (AID 462-1) (01/05)
2. Skills Feedback Worksheet (AID 462-2)
3. AEF instructions
4. Appraisal Input Form (AIF) for Non-supervisors (AID 462-4)
5. Appraisal Input Form (AIF) for Supervisors (AID 462-5)
6. Employee Statement (AID 462.2)
7. ADS Chapter 462 (available on the website soon)
8. Employee Evaluation Program (EEP) Guidebook (available on the website soon)

Training courses have been scheduled to familiarize employees with this new program. Supervisors are strongly encouraged to allow their staff members to attend these sessions. It is critical that everyone who participates read all available material before attending the training.

TRAINING SCHEDULE FOR THE NEW 2005 CS EVALUATION SYSTEM

1. March 15 (morning) AMS Officers Training
2. March 15 (afternoon) LPA, GDA, OSDBU
Training for March 15 will be held in the USAID Information Center, Mezzanine level.

3. March 16 (morning) M Bureau
4. March 16 (afternoon) M Bureau
Training for March 16 will be held in the Guatemala Room on the B-1 level.

5. March 17 (morning) SEC, A/AID, ES, GC, EOP

6. March 17 (afternoon) - AFR
Training for March 17 will be held in the USAID Information Center, Mezzanine level.

7. March 22 (morning) ANE
8. March 22 (afternoon) E&E
Training for March 22 will be held in the USAID Information Center, Mezzanine level.

9. March 23 (morning) LAC
10. March 23 (afternoon) EGAT
Training for March 23 will be held in the USAID Information Center, Mezzanine level.

11. March 24 (morning) PPC
12. March 24 (afternoon) GH
Training for March 24 will be held in the USAID Information Center, Mezzanine level.

13. March 29 (morning) M Bureau
14. March 29 (afternoon) M Bureau
Training for March 29 will be held in the Guatemala Room on the B-1 level.

15. March 30 (morning) M Bureau
16. March 30 (afternoon) M Bureau
Training for March 30 will be held in the 2.9D/E Conference Room

17. March 31 (morning) DCHA
Training for March 31 will be held in the USAID Information Center, Mezzanine level.

All morning sessions will be held from 9:30 to 11:30am, except for the AMS training. The AMS training session will be held from 9:00am - 12:00pm.  All afternoon sessions will be held from 2:00 to 4:00 pm.  All training sessions will start and end on time.

The USAID Information Center holds 60 people.  The 2.9 Conference room holds 60 people.  The Guatemala room holds 32 people.  Please note that eating or drinking is not allowed in the Guatemala room.  Please plan accordingly.

The offices that have shared times should communicate with one another in order not to exceed the 60 spaces.  Offices/Bureaus are requested to coordinate scheduling through their AMS office.  The AMS Officers are to send their participation list to Melissa Prater, two days prior to their scheduled session.

Point of Contact:  Any questions concerning this Notice may be directed to Lynn Mason, M/HR/EM, on (202) 712-1286 or Melissa Prater, M/HR/LERB, on (202) 712-1781.  Any questions regarding the scheduling of training should be directed to Melissa Prater.

Notice 0329

| File Name | Notice | Effective | Editorial Revision | ADS | Remarks |
|-----------|--------|-----------|--------------------|-----|---------|

|  | Date | Date | Date | CD No. |  |
|---|---|---|---|---|---|
| Iu4_0505_031605_nocd | 03/09/2005 | 01/01/2005 |  |  | This IU will remain active for one year. |
| Iu4_0505_050305_cd39 | 03/09/2005 | 01/01/2005 | 05/03/05 Changed file name – added CD# | 39 | This IU will remain active for one year. |

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