

For: FFAS Employees, except Foreign Service Employees

FY 2003 Performance Appraisal Cycle Reminder

Approved by: Deputy Administrator, Management



1 Performance Appraisals

A Purpose

This notice reminds supervisors to:

- discuss and complete (sign/date) all FY 2003 summary performance appraisals by **October 31, 2003**

Notes: Electronic signatures are official and sufficient for i*CAMS' users.

Employees who have not worked under the current performance plan for at least 90 days shall not be evaluated until they have worked under the plan for the required 90 day minimum.

- establish, complete (sign/date), and discuss new or revised FY 2004 performance plans with employees by **October 31, 2003**.

B Contact

For additional policy, current directives, and performance-related forms, access the HRD website at <http://dc.ffasintranet.usda.gov/hrd/pmmain.htm>.

<p>Disposal Date</p> <p>January 1, 2004</p>	<p>Distribution</p> <p>All FAS, FSA, and RMA employees; except foreign service employees; State Offices relay to County Offices</p>
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