

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 12-23

January 6, 2012

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Midterm Progress Reviews for Managers and Supervisors

Appraising officials for our field managers and supervisors must meet with these staff members to conduct midterm progress reviews. These progress reviews should be completed by the end of January. The performance plans and the actual performance of the managers and supervisors beginning July 1, 2011 will serve as the basis for these progress reviews. The current appraisal period is from July 1, 2011 through June 30, 2012.

The appraisal interview should be conducted with each manager/supervisor during January to review his or her career progress, to discuss problems encountered and to offer constructive suggestions for future career development. The Director should conduct the interviews with the Regional Attorney, Assistant to the Regional Director and the supervisors to review his or her performance during the first half of the appraisal period and to make proposals for further development. If the Director evaluates the employee's performance thus far during the appraisal period as below Fully Successful, he or she should be so informed and should be counseled regarding the improvement needed to obtain the Fully Successful level. (In this regard, see APC 94-06, Section 25, setting forth the obligations of managers discussing performance below "Fully Successful.") All other managers/supervisors should be informed that their performance during the first half of the appraisal period was at least at the Fully Successful level. As delegated by the Director, the Regional Attorney and Assistant to the Regional Director will conduct separate appraisal interviews of supervisors with respect to the functions conducted within their respective areas of responsibility. However, these interviews may not contain any discussion regarding ratings.

/s/
A.P.