



United States Department of Agriculture

Food Safety and
Inspection Service

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TO: All FSIS Employees

FROM: Paul Kiecker 
Administrator
Food Safety and Inspection Service

SUBJECT: Departmental Regulation 4040-430, Employee Performance and
Awards / Mandatory Training

On June 24, 2020, the Department published [Departmental Regulation \(DR\) 4040-430, Employee Performance and Awards](#), which introduces changes that will go into effect on October 1, 2020 for all non-executive USDA employees. As outlined in the Deputy Secretary's June 25, 2020 memorandum entitled 'New USDA Performance and Awards Policy,' the DR establishes a new, two-tier performance management system and accomplishments-based awards program.

The new performance system will allow for two ratings: Fully Successful and Unacceptable. The success of this new performance system requires clearly communicated expectations and ongoing feedback between employees and supervisors. An overview of the performance system changes can be found [here](#).

Under the revised awards program, monetary and time-off awards will be focused on employee achievements towards the Agency's mission. Instead of employees receiving ratings-based awards at the end of the performance cycle, the emphasis will be on rewarding employees for their contributions throughout the year. Time-off awards, which previously expired after 26 pay periods, will now carry over up to 80 hours per year. An overview of the awards policy changes can be found [here](#).

To ensure employees receive pertinent information about the new performance and awards system, the Department has created a mandatory training. The training consists of watching a short video outlining the major components of the new policy and reviewing five brief aids covering the performance and awards policy changes, frequently asked questions, meaningful performance conversations, and developing performance standards. The [OHRM Performance and Awards Policy Webinar training](#), which has been added to all USDA employees' AgLearn profiles, **must be completed by September 30, 2020**. A paper-based training will be provided to FSIS employees without computer access.

Please contact the Performance Management Team at PerformanceManagement@usda.gov with questions.