

PART 2054 - EMPLOYMENT

Subpart U - Probationary and Trial Periods and Reports Requirements

§ 2054.1001 General.

This instruction provides the guidelines and procedures for the appraisal of employees who must serve a probationary when selected for a career-conditional or career appointment from a certificate of eligibles, or trial period when selected under a term appointment or an excepted service appointment.

§ 2054.1002 Probation on initial appointment to a competitive service position.

(a) General. The required probationary period is one year. The requirements governing probationary periods for employees selected for a career-conditional or career appointment from a certificate of eligibles are provided in 5 CFR 315 Subpart H.

(b) Crediting prior service. Prior Federal civilian service (including nonappropriated fund service) counts toward completion of probation when the prior service:

- (1) Is in USDA;
- (2) Is in the same line of work (determined by the employee's actual duties and responsibilities); and
- (3) Contains or is followed by no more than a single break in service that does not exceed 30 calendar days.

(c) Supervisor's responsibility during the probationary period. Supervisors of probationary employees are responsible for:

- (1) Providing appropriate training, supervision, guidance, coaching, and counseling.
- (2) Closely observing the employee's conduct, general character traits, and performance.

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- (3) Initiating action to remove the employee at any time it becomes apparent that the employee's conduct, general character traits, or capacity do not fit him/her for satisfactory service. The supervisor should notify the servicing Human Resources Office as soon as the need for this action is apparent.
 - (4) Completing Form AD-507, "Probationary or Trial Period Report."
 - (5) Continuing to monitor the employee's performance and conduct until the end of the probation period and reporting to the servicing Human Resources Office any changes that have an effect on the completed Form AD-507.
- (d) Form AD-507, "Probationary or Trial Period Report."
- (1) Upon receipt of Form AD-507 from the servicing Human Resources Office, the supervisor:
 - (i) Completes Blocks 12-19 following the instructions on the reverse of the form.
 - (ii) Consults with previous supervisors if the employee has changed positions during the year.
 - (iii) Forwards Form AD-507 to the reviewing official (the second-level supervisor) in a sealed envelope.
 - (2) The reviewing official completes Blocks 20-22 and forwards the form to the servicing Human Resources Office by the due date indicated.
 - (3) The servicing Human Resources Office:
 - (i) Forwards Form AD-507 to the supervisor.
 - (ii) Reviews the returned form for completeness.
 - (iii) Follows up on any action required because of the recommendation on the report.
 - (iv) Files a copy of the form in the employee's Employee Performance Folder (EPF).

§ 2054.1003 Probation on initial appointment to a supervisory or managerial position.

(a) General. Upon initial appointment to a supervisory or managerial position, an employee is required to complete a probationary period. This also includes when a position is filled on a temporary basis for one year or more, or when the possibility exists that the selection could be made permanent. The basic requirements for this probationary period are provided in 5 CFR 315 Subpart I.

(b) Probationary Period. In accordance with 5 CFR 315.904, an employee is required to complete a single probationary period in a supervisory position and a single probationary period in a managerial position. The probationary period for new supervisors and new managers is one year. Exception: An employee who has satisfactorily completed a probationary period as a supervisor is not required to serve a new probationary period as a manager when justified on the basis of performance and experience. The selecting official may recommend waiver of the probationary period in such cases. The recommendation will be forwarded to the servicing Human Resources Office for review and final approval.

(c) Supervisor's responsibility. The supervisor of a new supervisor or manager is responsible for:

- (1) Providing the employee the guidance necessary to successfully carry out the managerial or supervisory aspects of the position.
- (2) Observing the employee's performance and assessing problems.
- (3) Initiating action to remove the employee from the position if it becomes apparent, after a full-and-fair trial, that the employee's ability to perform supervisory and/or managerial functions is not satisfactory.
- (4) Completing Form AD-773, "Supervisory or Managerial Probationary Period Report."
- (5) Continuing to observe and appraise the employee following completion of this form and reporting any change that would affect the employee's appraisal or recommended action.

(d) Form AD-773, "Supervisory or Managerial Probationary Period Report."

- (1) The supervisor, upon receipt of Form AD-773:
 - (i) Completes Blocks 12-18 following the instructions on the reverse of the form.
 - (ii) Forwards the form to the reviewing official in a sealed envelope.
- (2) The reviewing official:
 - (i) Reviews and evaluates the report and completes Blocks 19-21.
 - (ii) Requests additional information, if needed.
 - (iii) Attaches any comments to the report.
 - (iv) Forwards the form to the servicing Human Resources Office by the due date indicated.
- (3) The servicing Human Resources Office:
 - (i) Forwards Form AD-773 to the supervisor.
 - (ii) Reviews the returned form for completeness.
 - (iii) Follows up on any action required because of the recommendation on the report.
 - (iv) Distributes copies of the form to the employee and the employee's Official Personnel Folder.

§§ 2054.1004- 2054.1050 [Reserved]

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