

PROCEDURE REFERENCE : FmHA Instruction 2045-GG.  
PURPOSE : Proposed Removal for Unacceptable Performance.

---

---

UNITED STATES DEPARTMENT OF AGRICULTURE  
FARMERS HOME ADMINISTRATION  
(Location)

CERTIFIED MAIL - RETURN RECEIPT REQUESTED  
FOR OFFICIAL USE ONLY

Mr. \_\_\_\_\_  
County Supervisor  
Farmers Home Administration  
Anywhere, Anystate 00000

Dear \_\_\_\_\_:

You are hereby advised that is is proposed to remove you from your position as \_\_\_\_\_, in \_\_\_\_\_, Farmers Home Administration, and from the Federal Service to be effective no earlier than 30 calendar days from your receipt of this notice. This removal is proposed in accordance with 5 USC 4303 and 5 CFR 432.

This proposal is made as a result of your unacceptable performance in critical element # \_\_\_\_\_, \_\_\_\_\_, and critical element # \_\_\_\_\_, \_\_\_\_\_.

- The following comments may not be all inclusive for your particular situation. These comments will, however, guide you in the proper direction.

Mr. \_\_\_\_\_

By letter dated \_\_\_\_\_, (Exhibit \_\_\_) you were notified that your work performance was unacceptable in the above-cited critical element(s) and was provided the fully successful performance standard for each element. You were given a \_\_\_\_\_ day opportunity to demonstrate acceptable work performance. You were provided examples of acceptable work products and assistance in ways to improve that was necessary to attain the fully successful level. You were provided specific examples of your unacceptable work performance with corrections clearly defining what was expected from you. You were constantly offered assistance by \_\_\_\_\_ to attain the fully successful level of performance. You were also advised of the consequences if you failed to improve your performance to the fully successful level.

A review of your overall performance indicates continued unacceptable performance in critical element #\_\_\_\_, and critical element #\_\_\_\_. Although you showed some improvement in your overall quality and quantity of performance, it was not enough to bring your performance to an acceptable level. Stated below are the critical element(s), fully successful performance standard(s) for each element and examples of unacceptable performance in support of the recommended action.

CRITICAL ELEMENT #

PERFORMANCE STANDARD: (Type identical standard from performance plan for this element).

Examples of Unacceptable Performance: (Documentation must be well organized and must clearly show that the employee is unacceptable).

- Trace these examples through citing specific sections of FmHA Instructions back to the applicable portions of flushed out standard.
- Indicate how the employee failed to meet your expectations.
- Make sure cited examples are within OTI period.

You were provided with a (60-120) calendar day period in which to improve the quality of your work and to bring your performance up to the fully successful level.

- indicate assistance provided, i.e., informal counseling, referral to Employee Assistance Program, written memoranda, samples of acceptable work, meetings, additional training.

Mr. \_\_\_\_\_

After a careful review of your work performance during the opportunity to improve period and your continued unacceptable performance to date, I have determined that you have failed to demonstrate sufficient improvement in order to bring the performance of your critical element(s) to the fully successful level.

If you do not fully understand why your removal is proposed, please contact me for further explanation. Administrative Officer \_\_\_\_\_ and/or Personnel Management Specialist \_\_\_\_\_, telephone \_\_\_\_\_ will be available to answer any questions you may have about the regulations or procedures applicable to this proposal.

You have the right to be accompanied, represented and advised by an attorney or other representative of your choice at any time during this proceeding.\* However, the Agency may disallow as an employee's representative an individual whose activities as a representative whose position would cause a conflict of interest or an employee whose release from his or her official position would give rise to unreasonable costs to the Government or whose priority work assignment preclude his or her release from official duties.

You may answer this notice personally or in writing, or both personally and in writing. You will be allowed seven (7) calendar days from the date of your receipt of this notice to submit your answer. Your reply should be addressed to \_\_\_\_\_, Deputy Administrator for Management, Farmer Home Administration, U.S. Department of Agriculture, Room 5007, South Agriculture Building, Washington, D.C. 20250. You may also submit affidavits or other such evidence that you wish to have considered in support of your answer. If you wish to answer personally, you must request a personal conference prior to your written answer being filed. This may be accomplished by a telephone call to \_\_\_\_\_, Chief, Employee Relations Branch. Your request for a personal conference may also be in writing and should be sent to the Deputy Administrator, address above, and you will be notified of the arrangements. It is preferable that you submit a detailed written answer prior to the holding of a personal conference; however, this is not required. If you need additional time, you must submit a written request stating your reasons to the Deputy Administrator, address above, or call the Chief, Employee Relations Branch on FTS 245-5500 (for commercial, add area code 202).

Mr. \_\_\_\_\_

The material relied on to support this action is enclosed. You will be allowed a reasonable amount of official time to review the enclosed material, to secure affidavits, and to prepare your answer to this notice.\*\* Official time used for this purpose must be requested from and approved by your supervisor in advance. You will be carried in an active duty status during the notice period of your proposed removal.

No final decision will be made regarding your proposed removal until your reply, or replies have been received and considered; or if no reply is received, until after the seven (7) calendar day reply period has passed. Any replies submitted by you or your representative within the allowed time will be considered before a decision is made. Full consideration will be given to your written answer and/or personal conference and any evidence you submit to support your answer.

This is a notice of proposed removal from your position and the Federal Service. The notice period expires 30 calendar days from the date of your receipt of this notice. A decision regarding your proposed removal will be made within 30 calendar days after the expiration of the notice period. You will be notified in writing of the final decision and the specific reasons before the proposed action may be effected. Please acknowledge receipt of this letter by signing and dating the enclosed copy and returning it to this office.

State Director

Receipt Acknowledged:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* If the State has an exclusive representative (Union) and the employee is included in the bargaining unit be certain to review the labor agreement. Ascertain whether the agreement contains additional requirements, i.e., advise the employee of his/her right to union representation, identify the union steward; furnish two copies of the proposal, etc.

\*\* The number of hours allowed should be based on the amount of material the employee needs to review and should be reasonable. The usual amount of time is 8 to 24 hours, pending on the volume of material to be reviewed, etc.

Mr. \_\_\_\_\_

References: Part 432 of Title 5, Code of Federal Regulations  
DPM Chapter 430  
FmHA Instruction 2060-A

NOTE: The above are ready references for the Administrative Sections' use and need not be listed on the letters going to the employee unless you believe it will be useful information.