



U.S. Department of Justice
Justice Management Division
Personnel Staff
Web Site: <http://www.usdoj.gov/jmd/ps>

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MEMORANDUM FOR COMPONENT HUMAN RESOURCES OFFICERS

FROM:


Raymond A. Pagliarini, Jr.
Director, Personnel Staff

SUBJECT:

Documenting the Probationary Period for Supervisors and Managers in the
Competitive Service

On September 23, 2004, we issued Chapter 1-5, Probationary Period for Supervisors and Managers in the Competitive Service, of the Department's Human Resources Order 1200.1. This chapter contains guidance on the certification of the employee serving a supervisory/managerial probationary period in the competitive service.

The individual's supervisor must certify that the employee's supervisory/managerial performance has been found satisfactory or that it has been found unsatisfactory. The form used by the supervisor to certify the probationary period is the Department of Justice (DOJ) Form 546, Supervisory or Managerial Probationary Period Report. The DOJ Form 546 was automatically generated by the personnel/payroll system.

We have had several inquiries about the status of this form. DOJ Form 546 is available; however in the National Finance Center (NFC) system it is called the AD-773. The AD-773 may be obtained from the NFC mainframe using the Remote Forms Queuing System (RFQS). In the RFQS menu, go to the "Forms Menu." In the Forms Menu, there is a list of forms that can be printed. The AD-773 is one of the selections.

Please use the AD-773 to certify if the employee's supervisory/managerial performance has been found satisfactory, and whether or not the employee should be retained in the position. Upon completion and review by the servicing personnel office, the completed certification is filed on the right-hand side of the employee's Official Personnel Folder.

Chapter 1-5, Probationary Period for Supervisors and Managers in the Competitive Service, will be revised to reflect the new form number. Please provide to Jamie Higgins, HR Policy, a point of contact on your staff who is responsible for this subject area. Your staff member will be contacted to assist in revising the Chapter, if necessary.

If you or your staff need additional information, please contact Ms. Higgins. She may be reached at (202) 514-5781, or by electronic mail at Jamie.A.Higgins@usdoj.gov.