U.S. Department of State

FOREIGN SERVICE PERFORMANCE IMPROVEMENT PLAN (PIP)

Please see the Instructions before completeing FS PIP.

SUBMISSION CONTROL		
Name of Employee (*Last, First, MI*)	Employee ID	Grade
Post or Organization	Date FS PIP Established (mm-dd-yyyy)	Date FS PIP Completed (mm-dd-yyyy)
Rater - Name, Title	Rater Grade	
Post HRO or Bureau Ex. - Name, Title		

SUBMISSION CONTROL

Rater should list below the Performance Goal(s) the employee is not meeting per the professional development discussions documented on the DS-1974. Rater should provide specific examples of deficiency and specific actions to improve. Each deficiency must have a corresponding action to improve.

Performance Goal:

Specific Example(s) of deficiency:

Required Actions to improve performance within 30 days:

FS PIP PROGRESS REVIEWS

Rater will provide in each session accomplishments and deficiencies for the required actions above during the sessions and the Rater will provide documentation in writing of the progress review via email to the Rated Employee.

Progress Review Week One (mm-dd-yyyy)	Progress Review Week Two (mm-dd-yyyy)	Progress Review Week Three (mm-dd-yyyy)	Progress Review Week Four (mm-dd-yyyy)

FS PIP PROGRESS SUMMARY

Rater Evaluation	☐ **PIP Successful** Employee Meets the standards or Rated Employee is on track to complete this goal.	☐ **PIP Partially Successful** Identify guidance and corrective steps to meet the standard. No further PIP action needed.	☐ **PIP Not Successful** Employee to be Rated Unsatisfactory in the next DS-5055.

Rater Narrative: Rater to provide narrative to support the selection above (continuation sheets are permitted but not required).

CERTIFICATION OF COMPLETION AND ACKNOWLEDGEMENT OF RECEIPT	
Rating Official, Rated Employee, and Post HRO or Bureau EX certify that the four progress reviews were held and consider this report to be completed in conformance with the instructions and adequately documented by specific examples of performance improvement. Post HRO or Bureau EX ensures the PIP is thorough, objective, and complies with all regulations, and that appropriate recognition was provided.	
Signature of Rater	Date (mm-dd-yyyy)
Signature of Post HRO or Bureau EX	Date (mm-dd-yyyy)
The Rated Employee's signature on this report is an acknowledgement of receipt of this PIP and in no way implies that the Rated Employee is in agreement with the narrative summary and/or rating.	
Signature of Rated Employee	Date (mm-dd-yyyy)

U.S. Department of State

INSTRUCTIONS FOR FOREIGN SERVICE PERFORMANCE IMPROVEMENT PLAN (PIP)

(U) Purpose:

(U) The Foreign Service Performance Improvement Plan (FS PIP) is a tool for Raters to address unsuccessful performance. Unsuccessful performance is defined as performance that does not meet the standard of the Rated Employee's class as established in the Core Precepts or the Rated Employee's performance goals for that rating period.

(U) In accordance with the Office of Personnel Management's June 17, 2025, memorandum "Performance Management for Federal Employees," the FS PIP remains in effect for 30 calendar days, with the possibility to extend, to allow the Rated Employee time to improve. FS PIPs are non-transferable when there is a change in Rater and must end on or before the end of the rating cycle. FS PIPs are retained by the post HR office or bureau HR office, with copies provided to both the Rater and the Rated Employee and not included in the Rated Employee's eOPF.

(U) Roles and Responsibilities:

Rater: The Rater must first identify and document a Rated Employee's performance weakness(es) or deficiency(ies) on the Professional Development form (DS-1974) before initiating a PIP. PIPs must be initiated 60 days or more prior to the end of the rating cycle or the Rater's departure from Post. The Rater must initiate the PIP by using the FS PIP form and identify a Rated Employee's performance area(s) that require(s) improvement, the specific and measurable actions the Rated Employee must successfully achieve, including completing any training as instructed by the Rater, and the date by which those actions must occur.

The Rater must thoroughly review the FS PIP with the Rated Employee to ensure the Rated Employee fully understands of the required improvements to achieve a "Meeting the Standard" rating or higher for the identified deficient performance goal(s).

The Rater must conduct weekly FS PIP progress reviews to discuss the Rated Employee's work and provide feedback. The Rater presents accomplishments and deficiencies to the Rated Employee during the weekly progress review. After each meeting, the Rater shares documentation of the discussion with the Rated Employee. If the Rater is unavailable, the Reviewer assumes the role to continue the process of the FS PIP. If there is no Reviewer available, the post HR office or bureau HR office identifies a point of contact for the Rated Employee to address questions in the Rater's absence.

Rated Employee: The Rated Employee takes ownership of his or her performance and demonstrates acceptable performance within a specified timeframe, consistent with the duties and responsibilities of the position, including seeking clarity as needed. The Rated Employee must meet all identified performance objectives while maintaining all other performance goals at the "Standard of the Class" level.

Post HR office or bureau HR office: The post HR office or bureau HR office serves as the subject-matter expert to guide the parties through the FS PIP process. If requested by the Rated Employee or Rater, the post HR office or bureau HR office attends progress review sessions and provides guidance.

(U) Completion of the FS PIP:

At the end of the FS PIP period, the Rater re-evaluates the Rated Employee's performance, in consultation with post or bureau HR personnel. If at the end of the FS PIP period:

1. The Rated Employee's performance is considered satisfactory, the FS PIP form is signed by all parties, and no further action is required.

2. If performance remains unsuccessful at the end of the FS PIP period, the FS PIP form is signed by all parties, and the Rater prepares an Unsatisfactory rating on a regular or interim DS-5055 EER form. The Rated Employee's signature is an acknowledgement of receipt of the PIP and in no way implies that the Rated Employee agrees with the narrative summary and/or rating. The Rated Employee will receive an Unsatisfactory rating on the applicable Core Precept(s) demonstrating the corresponding performance goal(s) on the DS-5055 EER form, and the Rated Employee will be directly referred to either the Performance Standards Board or Tenure Boards.

3. An FS PIP can also be terminated upon any changes which make the FS PIP inapplicable to the current situation (such as a work process is adjusted, reassignment of duties, etc.).