

HOW TO HANDLE
MEDICAL PROBLEMS

Although detailed description or identification of the specific nature of a medical problem (alcoholism, drug abuse, and rehabilitation efforts are considered medical problems) must not be given, reference may be made to the confirmed knowledge of a medical problem to the extent that it affects job performance. For example, a rating officer may properly note: "Ms. Jones is chronically late for work because of a medical problem". Similarly, although alcoholism may not be mentioned, resulting instances of undependability, inefficiency or discredit brought on the Foreign Service should be documented - the rating officer is responsible for maintaining such records - and reported in performance evaluations. Any failure to so report should be pointed out by the reviewing officer in the evaluation of the rating officer.

RATEE SHOULD BE
INVOLVED IN
ROSAR PREPARATION

Communication between rating officers and secretaries should be at a maximum throughout the appraisal year. A description of duties should be agreed upon and described in ROSAR no later than three months after the arrival of either the secretary or her rating officer. Performance should be reviewed periodically throughout the year. The appraisal report itself is a collaborative effort. Rating officers are required to solicit from their secretaries a narrative summary of activities which should provide a factual account of specific activities carried out during the appraisal year, with emphasis on the noteworthy