

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

85-16

11/7/16

EMPLOYEE LINE OF SIGHT AND THE AGENCY'S STRATEGIC AND ANNUAL PLANS

I. PURPOSE

This notice instructs FSIS supervisors to discuss with their employees how the employee's work activities support the 2017 FSIS Annual Plan, the 2017-2021 Strategic Plan, and the statutory mission of the Agency. The term line of sight refers to the way that an individual employee's duties connect them to the mission of the Agency. The discussion between the supervisor and employee should be documented by reviewing and signing a worksheet available at <http://www.fsis.usda.gov/wps/wcm/connect/1b0c572a-0326-4e77-8cb8-52fdde065f60/Strategic-Plan-85-16.pdf?MOD=AJPERES>.

II. BACKGROUND

In the 2017-2021 Strategic Plan, FSIS sets forth three broad goals that are measured quarterly and annually over the course of a 5-year period. The 3 goals are further broken down into outcomes, then objectives, and finally 24 measures. The 15 objectives in the Strategic Plan are the same as 15 of the key "Results" areas in each FSIS Annual Plan, so each year, FSIS employees should have performance plans that conform to one or more of the specific objectives. A critical component to empowering and engaging employees is ensuring that employees comprehend how their activities and duties align with the Agency's mission and goals.

III. SUPERVISORY RESPONSIBILITIES

A. The supervisor will use a [worksheet](#) to identify which of the 15 objectives that the employee's duties support. In addition, the supervisor will discuss with the employee how his or her work supports these objectives and how it applies to the Agency's overall outcomes and goals.

B. The supervisor and employee are to sign and date the worksheet to confirm that they had the line of sight discussion. The employee should receive a copy of the worksheet along with a copy of their performance evaluation standards.

IV. QUESTIONS

Refer questions to Carol Blake, Assistant Administrator, Office of Public Affairs and Consumer Education, at (202) 720-3884 or iimpact@fsis.usda.gov.



Assistant Administrator
Office of Policy and Program Development

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 11/1/17

OPI: OPPD