



EVALUATION PERIOD FOR DEFERRED CANDIDATE (mm/dd/yyyy)	
FROM	TO

TENURE EVALUATION FORM – FOREIGN SERVICE

PRIVACY ACT STATEMENT: Pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a, USAID furnishes the following statement to individuals who are applying for tenure as a career Foreign Service Officer (FSO).

AUTHORITY: Section 306 of the Foreign Service Act of 1980, as amended.

PURPOSE: USAID collects this information from Supervisor/Managers which will be used by the Foreign Service Tenure Board to determine whether a candidate possesses the demonstrated potential and career development to serve effectively as a career FSO.

ROUTINE USES: HCTM collects and maintains this information as part of the employee’s system of record. This information is not shared outside of USAID.

DISCLOSURE: Disclosure is voluntary. However, without the requested information, USAID will not be able to determine whether a candidate meets the tenure criteria.

SECTION 1 – ADMINISTRATIVE DATA			
a. NAME (Last, First, MI)		b. GRADE/STEP	c. BACKSTOP
d. ENTRANCE ON DUTY (EOD) DATE	e. TENURE BOARD DATE	f. POSITION FUNCTIONAL TITLE	g. POST/BUREAU/ INDEPENDENT OFFICE

SECTION 2 – AUTHENTICATION OF TENURE EVALUATION	
<i>Instructions: The TEF Evaluator is the MISSION DIRECTOR/DEPUTY DIRECTOR OR USAID/W OFFICE DIRECTOR/DEPUTY DIRECTOR.</i>	
a. NAME/TITLE OF TEF EVALUATOR	SIGNATURE
b. EMPLOYEE (Signature acknowledges receipt of evaluation, not concurrence with evaluation)	SIGNATURE
EMPLOYEE DECLINES TO SIGN	

EVALUATOR RECEIVED INPUT FROM		
Employee’s Current Supervisor	Employee’s Prior Supervisor(s) and Mission Director(s)	Backstop Coordinator

SECTION 3 – EVALUATION OF POTENTIAL
<i>Instructions: Evaluators are to check the box below, with reference to the four skill areas (i.e., leadership, results and impact focused, professionalism, talent management), that best describes their appraisal of the employee’s aptitude, fitness, and demonstrated potential to perform effectively as a Foreign Service Officer, with normal career growth and development up to and including FS-01. Also refer to the Foreign Service and Senior Foreign Service Skills Framework.</i>
GENERAL APPRAISAL
Meets standards in all four skill areas and likely to serve successfully over a normal career span up to and including FS-01.
May serve effectively in career field, but additional experience is needed in skill area(s) addressed in section 6.
Does not meet standards in skill area(s) addressed in section 5 and is unlikely to serve effectively in career field even with additional experience.

SECTION 4 – RECOMMENDATION FOR TENURE
<i>Instructions: The evaluator must make a recommendation regarding whether the candidate should be given tenure and career status.</i>
Employee Recommended for Tenure at this Time Yes No Defer

SECTION 5 – NARRATIVE COMMENTS
<i>Instructions: This section is mandatory. The evaluator should directly assess the demonstrated potential of the career candidate to perform effectively as a Foreign Service Officer over the normal career span, and provide specific examples of performance to substantiate this assessment. Each skill area is to be addressed, as well as overall performance in the employee’s backstop. As applicable, the evaluator should address any skill areas where the employee has not met the skill standards for their class, any job functions that the employee has not been able to perform at a satisfactory level, and/or conduct issues. This narrative should be informed by input from the current supervisor (if the TEF evaluator is not the supervisor), the past supervisor(s) during the period under review (since hiring for initial tenure review, or the specified deferral period for second review), and by the Backstop Coordinator, particularly for those backstops where effective performance depends on receipt of a warrant or other certification.</i>



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a. Overall assessment of Potential, Job Performance and Conduct (300 word limit)



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b. Leadership (300 word limit)



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c. Results and Impact Focused (300 word limit)



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d. Professionalism (300 word limit)



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e. Talent Management (300 word limit)

SECTION 6 – AREAS FOR GROWTH

Instructions: This section is mandatory. The narrative must be consistent with the general appraisal in Section 3 and the narratives in Section 5, and must address any Foreign Service skill areas or backstop competencies that need further development to enable the career candidate to demonstrate competency in his/her career field. Such growth areas may be ones where the candidate has had limited opportunity to demonstrate skills or has not yet received USAID training required for the backstop. (300 word limit)

For Official Use Only	Date Received by AMS/EXO	Date Received by HCTM/CPE	Date Placed in Official Evaluation Folder
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Privacy Act Statement

The following statement is required to be attached to the subject form by the Privacy Act of 1974 (P.L. 93-579: 88 Statute 1896).

This form is used to evaluate the performance of Foreign Service and Senior Foreign Service employees. Disclosure of information provided will not be made outside the Agency without written consent of the employee concerned except: (a) pursuant to any applicable routine use listed under use listed under OPM/GOVT-2 Employee Performance File System of Records in OPM's Notice of System of Records available for implementing the Privacy Act published in the Federal Register, or (b) when disclosure without the employee's consent is authorized by the Privacy Act and provided for in USAID Regulation 15. The use of Social Security Number is authorized by Executive Order 9397. The Social Security Number is provided to enable proper entry of this report into the employee's records. Failure to provide the required information could lead to mistaken identity entailing administrative complications with possible inconvenient or adverse consequences for the employee.

Confidentiality of Records: This form is an efficiency report which shall be subject to inspection only by those persons authorized by Section 604 of the Foreign Service Act, 22 U.S.C. 4004.