

**U.S. Agency for International Development - USAID  
ANNUAL EVALUATION FORM – CIVIL SERVICE APPRAISAL INPUT FORM (AIF)  
For Non-Supervisory and Supervisory Staff**

*Privacy Act Statement*

*PRIVACY ACT STATEMENT: Pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a, USAID furnishes the following statement to individuals supplying information in connection with the civil service performance evaluation process.*

*AUTHORITY: CFR-title 5-vol 1 Subpart B*

*PURPOSE: USAID collects this information from Supervisor/Managers which will be used to evaluate civil service employees during the annual assessment period.*

*ROUTINE USES: USAID 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 process the employee's performance evaluation and the performance evaluation is not eligible to be waived.*

*SORN: Other routine uses are published in OPM/GOVT-2*

Employee Name (Last, First, MI):		<b>Annual Evaluation Period</b>	
Position Title, Grade, and Series: ( <i>Example: GS, AD</i> )	Organization ( <i>B/O/Center/Division/Branch</i> ):	Start:	End:
Email address:		Date of meeting (required):	
Typed Name of AIF Rating Official:		Employee Signature/Date:	
AIF Rating Official Signature:			

Appraisal Committee Review		
Rating Official's Signature/Date:	AC Representative's Signature: (Optional)	Employee's Signature/Date:
Typed Name of Rating Official:	1.	Typed Name of Employee:
Approving Official's Signature/Date:	2.	<input type="checkbox"/> Employee declined to sign/Date:
Typed Name of Approving Official:	3.	(Date signed indicates date employee received a copy of AIF.)

The Appraisal Input Form (AIF), AID 462-4, is used whenever an employee or Rating Official changes jobs within the annual evaluation period. The AIF documents a specific period of performance that will be incorporated into the employee's final AEF. The AIF is not part of the final AEF. It is not filed with the final AEF nor reviewed by the AC (unless requested by the Rating Official or employee). The form is designed to capture written feedback on employees when either the Supervisor (or) Employee changes assignment or responsibility. The AIF is required when the Employee has been supervised for at least 30 calendar days.

Provide a summary of Actual Performance for Elements 1-6 for Employees and 1-10 for Supervisors. The employee may respond on plain paper attached to this document

The form must be:

1. Completed no less than two weeks before either the Employee (or) the Supervisor changes jobs
2. Provided to the Employee for comment at least five workdays prior to a required face-to-face meeting and discussion during which the Supervisor provides performance feedback to the Employee
3. Forward the AIF to the employee's current or next Rating Official or AMS Officer within two workdays after completion or upload the AIF

U.S. Agency for International Development  
**Annual Evaluation Form – Appraisal Input Form (AIF)**  
 For Non-Supervisory and Supervisory Staff

<b>1. Performance Element – Execution of Duties and Delivery of Assignments</b>
Performance Standard – Carefully researches and analyzes assignments. Work product supports the office/bureau’s strategic and annual goals. Products and services meet performance expectations as defined by the organizational structure, and final work product addresses organization, quality, quantity, and timeliness. Appropriately handles and protects classified national security information (CNSI), and information designated as Sensitive but Unclassified (SBU) (i.e., PII, FOUO, etc.) in accordance with applicable laws, executive orders, directives, and agency-wide policies.
<b>2. Performance Element – Technical Expertise</b>
Performance Standard – Maintains a broad and detailed knowledge of field essential to performing responsibilities of the position, including regulations, rules, policies, procedures, and technologies.
<b>3. Performance Element – Planning and Organizing Work</b>
Performance Standard – Takes initiative to meet goals. Plans and prioritizes effectively. Adapts to available resources, changing assignments, and multiple responsibilities. Applies diversity, equity, inclusion, and accessibility lens when planning and organizing work.
<b>4. Performance Element – Communications</b>
Performance Standard – Oral and written communications are clear, concise, grammatically correct, and exhibit behavior that support the vision, philosophy, and values of the Agency.
<b>5. Performance Element – Professionalism and Teamwork</b>
Performance Standard – Performs in a professional and cooperative manner when interacting with co-workers and the public. Willingly initiates and responds to collaborative efforts with co-worker(s). Treats others with respect and reinforces their efforts. Contributes to team building and team results. Accepts and offers team direction.
<b>6. Performance Element – Customer Service</b>
Performance Standard – Provides quality customer service and results to clients, both internal and external, in a professional, competent, and timely manner in accordance with the USAID Customer Service Standards.
Summary of Actual Performance for Elements 1-6
<b>For Supervisory or Managerial Employees Only</b> <b>#7,8,9 and 10 are CRITICAL Elements</b>
<b>7. Performance Element – Leadership</b>
Performance Standard – Leads by example and promotes respectful, cooperative, and productive working relationships among individuals, including persons with cultural and individual differences. Consults, collaborates, and builds partnerships with all stakeholders, and takes decisive action, in accordance with law, regulation and Agency policy. Uses financial, material, and human resources effectively to accomplish the mission of the work unit. Communicates organizational goals to subordinates, delegates authority to the appropriate level, sets appropriate priorities, and ensures that the work of the unit is accomplished.
<b>8. Performance Element – Staff Development and Performance Management</b>
Performance Standard – Effectively motivates, trains, and develops subordinates. Provides appropriate coaching and feedback throughout the year. Completes performance evaluations and related obligations within prescribed timeframes

U.S. Agency for International Development  
**Annual Evaluation Form – Appraisal Input Form (AIF)**  
For Non-Supervisory and Supervisory Staff

and in accord with Agency guidance. Encourages two-way communications. Takes into account employee perspective and encourages employees to develop creative and effective ways to successfully accomplish organization's goals and objectives. Accurately evaluates and rewards employees' contributions to organization unit's accomplishments. Applies Merit System principles for assigning work or making promotion, training, and developmental assignments and award decisions.

**9. Performance Element – Equal Employment Opportunity**

Performance Standard – Ensures a climate of fairness and respect for human worth in the workplace. Eliminates bias or harassment in the operating unit. Contributes to unit cohesiveness/morale. Verifies through monitoring and follow-up to assure that employees are provided appropriate accommodations, skills are fully utilized, and they receive full consideration for career-enhancing assignments, promotions, and recognition.

**10. Performance Element – Accountability**

Performance Standard – Assures that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for organizational goals and objectives. Ensures that projects within areas of specific responsibilities are completed in a timely, efficient, and effective manner that meets objectives. Monitors and evaluates the organization, focuses on established organizational goals, results, and measures the attainment of outcomes. Promotes the importance of the Employee Performance Appraisal program with cascaded organizational mission requirements for managers and employees. Ensures all employees are properly evaluated on an annual basis.

Summary of Actual Performance for Elements 7-10