

**Functional Series 400  
Personnel**

**INTERIM UPDATE 04-02**

**SUBJECT:** Performance Evaluation Documents

**NEW AND REVISED MATERIAL:** Performance Evaluation Documents for Direct-Hire Employees have been modified. ADS 461 is a new chapter and 462 has been modified.

**EFFECTIVE DATE:** 04/01/2004

**ATTACHMENTS:**

**[Please note that the AID FORMS are only available via the intranet.]**

**[Attachment 1: ADS Chapter 461, Employee Evaluation Program, Foreign Service and Senior Foreign Service \(SFS\)](#)**

**[Attachment 2: Employee Evaluation Program Guidebook, Part 1 \(Foreign Service\)](#)**

Attachment 3: Foreign Service Annual Evaluation Form (AID 461-1)

Attachment 4: Foreign Service Employee Statement (AID 461-2)

Attachment 5: Foreign Service Feedback Worksheet (AID 461-3)

**[Attachment 6: ADS Chapter 462, Employee Evaluation Program, Civil Service](#)**

**[Attachment 7: Employee Evaluation Program Guidebook, Part 2 \(Civil Service\)](#)**

Attachment 8: Annual Evaluation Form (AID 462-1)

Attachment 9: Employee Statement (AID 462-2)

Attachment 10: Skills Feedback Worksheet (AID 462-3)

Attachment 11: Appraisal Input Form

POLICY

USAID/General Notice  
M/HR/EM  
05/03/2004

**SUBJECT:** Performance Evaluation Documents

**ALL DIRECT-HIRE EMPLOYEES AND SUPERVISORS OF DIRECT-HIRE EMPLOYEES SHOULD READ THIS NOTICE**

On January 28, 2004, a general notice titled, "New Annual Evaluation Form (AEF) for Foreign Service Employees" was issued. The notice was intended for all Foreign Service (FS) direct-hire employees and supervisors of FS direct-hire employees.

The notice stated that a new Employee Evaluation system was being prepared that would be used for the 2004-2005 rating cycle for Foreign Service employees effective April 1, 2004. The notice included a general summary of all the changes that would take place in the new system.

Because the Foreign Service evaluation system has been changed, there are now two different evaluation systems.

This notice serves to announce that the following documents have been revised, effective April 1, 2004:

1. ADS Chapter 461, Employee Evaluation Program, Foreign Service and Senior Foreign Service (SFS)
2. Employee Evaluation Program Guidebook, Part 1 (Foreign Service)
3. Foreign Service Annual Evaluation Form (AID 461-1)
4. Foreign Service Employee Statement (AID 461-2)
5. Foreign Service Feedback Worksheet (AID 461-3)
6. Foreign Service Skills Matrix (FS-1 and below)
7. Foreign Service Annual Evaluation Form Instructions
8. ADS Chapter 462, Employee Evaluation Program, Civil Service
9. Employee Evaluation Program Guidebook, Part 2 (Civil Service)

ADS Chapter 462 no longer applies to FS and SFS employees. Please read all documents in their entirety.

Negotiations with AFGE, concerning changes to the Civil Service (CS) employee evaluations have not yet been finalized. Therefore there have been no changes in the CS employee evaluation system for the 2004 rating cycle, that started January 1, 2004, and ends December 31, 2004, other than to add the Appraisal Input Form (AIF) information. This change became effective for the 2003 rating cycle (please see general notice dated March 13, 2003, titled, "Appraisal Input Form" (AIF) for Civil Service employees including General Schedule (GS) and Administratively Determined (AD) employees).

The current CS forms have been assigned new numbers (the CS forms have not been revised) and are numbered as follows:

1. Annual Evaluation Form (AID 462-1)
2. Employee Statement (AID 462-2)
3. Skills Feedback Worksheet (AID 462-3)

Point of Contact: Any questions concerning this Notice may be directed to Pat Johnson, M/HR/EM, (202) 712-0373.

Notice 0503

<b>File Name</b>	<b>Notice Date</b>	<b>Effective Date</b>	<b>Editorial Revision Date</b>	<b>ADS CD No.</b>	<b>Remarks</b>
lu4_0402_050504_nocd	05/03/2004	04/01/2004	N/A	N/A	This IU will be cancelled once CD36 is issued.

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