

**U.S. Agency for International Development - USAID
ANNUAL EVALUATION FORM – CIVIL SERVICE EMPLOYEE
STATEMENT**

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's Name (Last, First, MI.):	Email Address:	Annual Evaluation Period Start: End:
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Employee Signature and Date:	Typed Rating Official Name:
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Completion of the Employee Statement is strongly encouraged for employees who want to express concerns with their evaluation. The Employee Statement may be used to augment previously stated information and add additional supporting comments. The employee has five (5) workdays to complete and submit the employee statement after reviewing the completed AEF with the Rating Official.