



SENIOR FOREIGN SERVICE ANNUAL EVALUATION FORM WAIVER

Privacy Act Statement:

Authority: 3 FAM 2813.2

Purpose: This form is used by Senior Foreign Service Officers applying for a waiver of the requirement to submit an Annual Evaluation Form (AEF) for the current rating cycle.

Routine Uses: The personal information will not be made outside the Agency without written consent of the employee concerned except: (a) pursuant to any applicable routine use listed under USAID'S Foreign Service Employee Personnel Records System (USAID-1) in USAID'S Notice of System of Records (available from the Information and Records Division) for implementing the Privacy Act 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.

Disclosure: Disclosure is mandatory as part of the employee's performance evaluation file.

System of Records Notice: USAID-1 Foreign Service Personnel Records, 80 FR 11387, April 2, 2015.

Keep this form secured in a locked filing cabinet. If stored electronically, ensure the folder has proper access controls. Use a cover sheet before faxing this document, and ensure you encrypt it using USAID-approved encryption methods before emailing it.

I, _____, am hereby requesting to waive my Annual Evaluation Form (AEF) for the _____ rating cycle. I understand that by waiving my final AEF, I am waiving my right to be reviewed by a performance board, which includes being reviewed for any performance-based bonus and award recommendation. I am waiving my right to grieve any possible outcome which might have arisen from my not having an AEF prepared for the _____ rating cycle.

Justification:

Signature:

Date: