



SENIOR FOREIGN SERVICE EMPLOYEE STATEMENT

Privacy Act Statement

Authority: 22 U.S.C. Chapter 52 § 4001 (2023)

Purpose: This form is used to enable employees to comment on the evaluation of their performance.

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 voluntary but strongly encouraged; however, failure to disclose the requested information may result in not documenting or identifying performance expectations or if there is a specific need to improve skills relative to the standards for an employee’s grade. The Social Security Number (SSN) is provided to enable proper entry of this report into the employee’s record. Failure to provide the required personal information may lead to mistaken identity entailing administrative complications with possible inconvenient or adverse consequences for the employee.

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.

EVALUATION PERIOD (MM/DD/YYYY)	FROM	TO	
a. NAME (Last, First, MI)		b. SSN (Last four digits)	c. RANK/STEP
d. POST/USAID OFFICE		e. BACKSTOP OR CIVIL SERVICE OCCUPATIONAL SERIES	
f. EMPLOYEE STATEMENT – Strongly encouraged – Return to AMS Officer or Executive Officer			

g. EMPLOYEE SIGNATURE:	DATE: