

## Supplemental Instructions for Signing the Employee Promotion Input Form (PIF)

Please note that Adobe Reader or Adobe Acrobat should be used to enter data in the PIF and electronically sign the form. Do not attempt to enter data in the PIF while it is open in the Google Chrome or Microsoft Explorer viewer tab. Your information will not be saved. Download the form first and save it. Then open the saved PIF from Adobe to ensure your entries can be saved and that you can electronically sign the form. If you have not configured your electronic signature, you should do so before completing the PIF. Guidance on creating an electronic signature can be found [here](#) and [here](#).

Section 1 – No electronic signature is required in Section 1. Once the employee electronically signs the document in Section 7, upon completion of the form, all of the information in Section 1 will be locked.

Section 2 – No electronic signature is required in Section 2. Once the Rating Official electronically signs the document in Section 4, all of the information in Section 2, with the exception of the data in the Example #1 and Example #2 fields, will be locked.

Section 3 – No electronic signature is required in Section 3. Once the Rating Official electronically signs the document in Section 4, all of the information in Section 3, with the exception of the Location, Position, Supervisor and Timeframe data fields, will be locked.

Section 4 – The Rating Official will electronically sign upon completing their text entry and selecting a checkbox in Section 4. Once the Rating Official electronically signs the document in Section 4, all of the information in Sections 2 and 3, with the exception of the data in the Example #1 and Example #2 fields as well as the Location, Position, Supervisor and Timeframe data fields, will be locked.

Section 5 – If a Second Level Reviewer is requested, the Second Level Reviewer will electronically sign upon completing their text entry in Section 5. Once the Second Level Reviewer electronically signs the document in Section 5, the text entered in Section 5 will be locked, with the exception of the Second Level Reviewer Name, Title and Date.

Section 6 – If USAID/Washington input is required, the USAID/Washington official will electronically sign upon completing their text entry in Section 6. Once the USAID/Washington official electronically signs the document in Section 6, the text entered in Section 6 will be locked, with the exception of the Second Level Reviewer Name, Title and Date.

Section 7 – The employee electronically signs in Section 7. Upon completion of all of the required/requested sections 1-6, the employee will complete the form by electronically signing the document in Section 7. Once the employee electronically signs the document, all remaining unlocked fields will be locked.

Please note: Sections cannot be unlocked once they are locked. If a change is required, the individual must return to a previous version of the document to modify the text and re-sign the document.