



CIVIL SERVICE-TO-FOREIGN SERVICE CONVERSION EVALUATION FORM

Authority: 22 U.S.C. 2151 et seq. (The Foreign Assistance Act, Public Law 87-165, as amended)

Purpose: The information is used to evaluate Civil Service employees' eligibility for conversion to the Foreign Service.

Routine Uses: Information in your records may be disclosed outside of USAID in accordance with any current and future blanket routine uses established for the systems of records applicable to this collection. Use and disclosure of your information outside of USAID may also occur in accordance with 5 U.S.C. 552a (b) of the Privacy Act of 1974.

Disclosure: Disclosure is voluntary. Failure to disclose this information may lead to mistaken identity entailing administrative complications with possible inconvenience or adverse consequence for the employee.

Systems of Record Notice(s): USAID-1 – Foreign Service Personnel Records, 80 FR 11387, April 2, 2015; USAID 16 – Employee Time, Attendance, and Payroll Record, 80 FR 481, February 5, 2015.

SECTION 1 – ADMINISTRATIVE DATA		
a. NAME (Last, First, MI)	b. PAY PLAN/GRADE	c. FS ASSIGNMENT DATE
d. POSITION FUNCTIONAL TITLE	e. POST/USAID OFFICE	f. BACKSTOP
SECTION 2 – AUTHENTICATION OF EVALUATION		
a. NAME/TITLE OF EVALUATOR (Mission Director/Deputy Director)	SIGNATURE	DATE (mm/dd/yyyy)
b. EMPLOYEE NAME (Signature acknowledges receipt of evaluation)	SIGNATURE	DATE (mm/dd/yyyy)
SECTION 3 – EVALUATION OF POTENTIAL		
<p><i>Instructions:</i> Evaluators must check the box, with reference to the four Foreign Service skill areas (i.e., leadership, results and impact focused, professionalism, and talent management), that best describes their appraisal of the employee's aptitude, fitness, and demonstrated potential to perform effectively as a career candidate Foreign Service Officer. Refer to ADS 461mad, Foreign Service and Senior Foreign Service Skills Framework, and the Backstop Competencies found in the Agency's Competency Catalog.</p> <p>General Appraisal</p> <p><input type="checkbox"/> Meets standards in all four skill areas and demonstrates potential to serve successfully as a career candidate.</p> <p><input type="checkbox"/> May serve effectively as a career candidate, but additional experience is needed in skill area(s) identified in section 5.</p> <p><input type="checkbox"/> Does not meet standards in all skill area(s) and has demonstrated weaknesses that would impede ability to serve effectively as a career candidate even with additional experience.</p>		
SECTION 4 – RECOMMENDATION FOR CONVERSION		
<p><i>Instructions:</i> The evaluator must make a recommendation regarding whether the candidate should be converted to career candidate status.</p> <p>Employee is recommended for conversion to career candidate status at this time: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
SECTION 5 – NARRATIVE COMMENTS		
<p><i>Instructions:</i> This section is mandatory. The evaluator should directly assess the demonstrated potential of the non-career candidate to perform effectively as a career candidate Foreign Service Officer, and provide specific examples of skills, aptitude, and performance to substantiate the general appraisal in Section 3 and the selected conversion recommendation in Section 4 above.</p>		

SECTION 5 – NARRATIVE COMMENTS – CONTINUATION

For Official Use Only

Date Received by HCTM/FSC