

Foreign Service Annual Accomplishment Record (AAR)

Authority: 22 U.S.C. Ch. 52, Foreign Service.

Purpose: This form is used to document the employee's individual accomplishments and contributions throughout the performance appraisal cycle. It is used by a supervisor in evaluating whether the employee met expectations during the performance cycle as part of the Employee Performance and Development (EP&D) process. In addition, this form will be included in the package that is sent to the Promotion Board when an employee is eligible for promotion.

Routine Uses: The personal information will not be disclosed outside the Agency without written consent of the employee concerned, except as appropriate under any applicable routine use in the Privacy Act or in the system of records notice USAID-1 Foreign Service Personnel Records.

Disclosure: Disclosure is voluntary; however failure to disclose the requested information may result in a delayed employee evaluation or a delay in promotions for which the employee is eligible.

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

Section 1 – Employee Information		
Name:		Primary Backstop:
AAR Start Date:	AAR End Date:	Personal Grade:

Section 2 – Position Information		
Position AOSC Title:	Functional Title:	Position Backstop:
Bureau/Independent Office/Mission:		
Position Duties and Responsibilities (100 word limit):		
Context and challenges impacting employee's work (100 word limit):		

Section 3 - Significant Contributions and Accomplishments (75 word limit per block, no more than five entries per form)

Section 4 - Signatures

The Rating Official's signature confirms that: The statements above accurately represent the employee's significant contributions and accomplishments while he/she was under my supervision during this performance cycle.

Rating Official Name: _____ Rating Official Title: _____

Rating Official Signature: _____ Date: _____

If the Rating Official declines to sign he/she must type "I decline to sign" below and provide reason(s) in the text box below (75 word limit):

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If Rating Official declines to sign, the employee may provide additional input in the section below (75 word limit):

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The employee's signature confirms that: My AAR entries accurately represent my significant contributions and accomplishments during the time period covered by the AAR.

Employee Signature: _____ Date: _____

INSTRUCTIONS

Annual Accomplishment Record (AAR)

Annual Accomplishment Records (AAR) document the employee's individual accomplishments and contributions throughout the performance appraisal cycle. The AAR is used by a supervisor in evaluating whether the employee met expectations during the performance cycle as part of the Employee Performance and Development (EP&D) process. In addition, AARs will be included in the package that is sent to the Promotion Board when an employee is eligible for promotion.

Section 1 – Employee Information

Employee must complete all boxes in Section 1.

1. Name: Employee's Last Name, First Name and Middle Initial.
2. Primary Backstop: Employee's primary 2-digit Foreign Service Backstop Code (e.g., BS-02, BS-21)
3. AAR Start Date and AAR End Date (MM/DD/YYYY): The AAR is to be completed at the end of each performance appraisal cycle, and any time there is a change in the employee's assignment or supervisor during the course of the year. If the employee had the same supervisor for the entire year, the start date will be 1 April and the end date will be 31 March, and there will be only one AAR for that performance appraisal cycle.

However, if the employee had more than one supervisor during the appraisal period, there may be more than one AAR for the appraisal cycle. When an employee has reported to a supervisor for at least 90 days and either the employee or the supervisor moves to a new position or assignment, the employee must complete an AAR for the time spent under that supervisor. The start and end dates in this case will reflect the first and last day the employee reported to that supervisor. An AAR is optional if the employee has spent less than 90 days under any supervisor or starts a new assignment or receives a new supervisor with fewer than 90 days remaining in the performance appraisal cycle. Whenever possible, the employee should complete the AAR and obtain the supervisor's signature on the form before either departs post.

An AAR is required for all long-term training or assignments outside of USAID that last 90 days or more. An AAR is not required for the time employees are in language training or on extended leave.

4. Personal Grade: Enter employee's current grade (e.g., FS-03).

Section 2 – Position Information

Employee completes all boxes in Section 2.

1. Position AOSC Title: Enter the employee's official Position Agency Occupational Series Code Title (e.g., Education Officer, Financial Management Officer). This title is the one on the approved Position Description.
2. Functional Title: Enter employee's functional or work job title (e.g. Program Office Director, Team Leader for Maternal and Child Health).
3. Position Backstop: 2-digit Foreign Service Backstop Code (e.g., BS-50) for the position the employee is currently occupying.
4. B/IO/Mission: Employees with overseas assignments should enter the country in which they are working, and USAID/W employees enter the B/IO symbols.
5. Position Duties and Responsibilities (100 word limit): Enter a brief summary of the employee's major duties and responsibilities (e.g., programs managed, number/dollar value of contracts, number of employees supervised, key tasks or assignments) for the AAR period.
6. Context and challenges impacting employee's work (100 word limit): Enter any challenges, obstacles, opportunities or context information that may have specifically impacted the individual employee during the AAR time period (e.g., key position vacancy requiring employee to take on extra responsibilities, significant budget increases or cuts in programs the employee was responsible for, significant changes in the political or environmental context affecting the employee's work). The Operating Unit Context Statement will provide context for the unit as a whole, therefore this section should not focus on challenges already described in the OUCS, but instead should highlight challenges that more directly affected the employee's role or responsibilities and his or her contributions and accomplishments..

Section 3 - Significant Contributions and Accomplishments

The employee will complete this section describing one to five contributions or accomplishments, using no more than 75 words per block. First-person language should be used throughout the form. Employees are encouraged to include contributions to the mission through management or support of key operational activities and examples of how their backstop-specific technical and substantive expertise contributed to their accomplishments and advanced the operating unit's objectives.

When employees change assignments or supervisors during the performance cycle a separate AAR is completed for the period of time under each supervisor. Partial year AARs covering less than a full appraisal period will typically include fewer than five accomplishments, since five is considered reasonable for a full 12 month cycle. However, the number of accomplishments on a single AAR and the total number of accomplishments described across multiple AARs in any performance appraisal cycle are left to the discretion of the employee.

Employees and rating officials are encouraged to discuss and revise entries as needed until both parties agree that Section 3 accurately represents the employee's significant contributions and accomplishments. If the supervisor and employee cannot agree on one or more entries the employee has written, the supervisor may decline to sign in Section 4 and provide an explanation.

Section 4 - Signatures

1. Rating Official Name: Last Name, First Name and Middle Initial (e.g., Doe, Jane A.). For employees in long- term training, the Rating Official is located in the Office of Civilian-Military Cooperation. For employees in non- traditional assignments, the Rating Official is identified in the Memorandum of Understanding between USAID and the receiving organization.
2. Title: Rating Official's title
3. Rating Official Signature and Date:
 - a) Once the first three sections have been completed and reviewed by both the employee and the Rating Official, the Rating Official must sign and date the AAR.
 - b) By signing the AAR, Rating Officials are confirming that the AAR accurately represents the employee's significant contributions and accomplishments during the time period covered by the AAR.
 - c) If the Rating Official declines to sign the AAR, he/she must state this in the text box and explain the reason(s) he/she does not believe Section 3 accurately represents the employee's contributions or accomplishments (75 word limit).
4. Employee Signature and Date:
 - a) Once Sections 1, 2, and 3 have been completed and reviewed by both the employee and the Rating Official, the employee must sign and date the AAR.
 - b) If the Rating Official declines to sign the AAR, the employee may provide a statement responding to the Rating Official's statement (75 word limit).
 - c) By signing the AAR, employees are confirming that the AAR accurately represents their significant contributions and accomplishments during the time period covered by the AAR.