



## Foreign Service Promotion Input Form

### Privacy Act Statement

**Authority:** 22 U.S.C. Chapter 52 § 4001 (2003).

**Purpose:** This form is used by Foreign Service (FS) employees eligible for promotion to demonstrate proficiency in core skills as outlined in the FS/Senior Foreign Service (FS/SFS) Skills Matrix.

**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 mandatory. Failure to disclose the requested information may lead to a delay in determining whether an employee has met the eligibility requirements to be promoted.

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

<b>Section 1 – Employee Information</b>	
Name:	Personal Grade:
Position Backstop:	Other Backstops:
Date of Last Promotion or Hire Date (mm/yyyy):	Current Location:
Current Job/Position Title:	Functional Role:

<b>Section 2 – Core Skills</b>				
In each block below, provide one or two examples of how you have demonstrated the relevant Core Skill (as defined in the FS/SFS Skills Framework) in the context of a contribution or an accomplishment. Briefly describe the situation, what you did (highlighting specific actions relevant to the core skill), and the outcome. (250-word limit per Core Skill block)				
a. Core Skill: Leadership (see FS/SFS Skills Framework for definitions)				
Ex.#1: Location:	Position:	Supervisor:	Timeframe From:	To:
Ex.#2: Location:	Position:	Supervisor:	Timeframe From:	To:

Empty rectangular box for content.

**b. Core Skill: Results and Impact Focused (see FS/SFS Skills Framework for definitions, at least one example should demonstrate backstop-specific expertise)**

Ex.#1: Location:	Position:	Supervisor:	Timeframe From:	To:
Ex.#2: Location:	Position:	Supervisor:	Timeframe From:	To:

Large empty rectangular box for content.

c. Core Skill: Professionalism (see FS/SFS Skills Framework for definitions)				
Ex.#1: Location:	Position:	Supervisor:	Timeframe From:	To:
Ex.#2: Location:	Position:	Supervisor:	Timeframe From:	To:

d. Core Skill: Talent Management (see FS/SFS Skills Framework for definitions)				
Ex.#1: Location:	Position:	Supervisor:	Timeframe From:	To:
Ex.#2: Location:	Position:	Supervisor:	Timeframe From:	To:

### Section 3 – Understanding of and ability to Advance the Agency Mission

In the block below, provide example(s) of how you positively advanced the Agency’s Mission and United States foreign assistance objectives acting individually, as a member of a team (e.g., interagency, within or across Bureaus and Independent Offices), or in partnership with local actors or other external stakeholders. One example must include a description of how you demonstrated the [principles](#) of diversity, equity, inclusion and accessibility in your work to advance the Agency’s mission. Describe the situation, your actions, and the impact of your actions. (250-word limit)

Ex.#1: Location:                      Position:                                      Supervisor:                                      Timeframe From:    To:

Ex.#2: Location:                      Position:                                      Supervisor:                                      Timeframe From:    To:

### Section 4 – Rating Official Input

a. Employee’s summary is consistent with what I have learned and observed.

b. Employee’s summary is *not* consistent with what I have learned and observed.

If you checked box a. above, use the space below to provide supplementary information the Promotion Board might find useful in assessing the candidate against the six promotion decision criteria outlined in ADS 463.

If you checked box b. above, use the space below to provide an explanation, and any additional information that will help the Promotion Board assess the candidate against the promotion decision criteria.

In both cases, note also whether the employee’s performance is indicative of readiness to perform at the next grade level or if the employee could benefit from career broadening experiences at his/her current level. (250-word limit)

Rating Official Name:  
Title:  
Rating Official Signature:  
Date:

Note: Employees must have an opportunity to review the Rating Official's input, and if they have concerns about the accuracy of that input, they may request a review by a Second Level Reviewer by checking the box below.

Employee requests review by Second Level Reviewer

**Section 5 – Second Level Reviewer Input (If requested by Employee)**

Please provide brief comments address the accuracy of any information provided, and your perspective of the employee's level of performance. Sign and date below. (100-word limit)

Second Level Reviewer Name:

Title:

Signature:

Date:

**Section 6 – USAID/Washington Input When Rating Official is Non-USAID Employee (if required)**

If the employee’s Rating Official is not a USAID employee, input is also required from USAID / Washington. Below, please comment on the employee’s performance and highlight how his/her contributions helped this Office, Bureau, or Mission accomplish its goals. (250-word limit)

USAID/Washington Name:

Title:

Signature:

Date:

**Section 7 – Employee Signature**

Acknowledging that the employee is the author of the employee sections of this document, has provided an honest portrayal of information to the best of his/her knowledge, and has reviewed comments provided by the Rating Official and, when applicable, the Second Level Reviewer and USAID/Washington. The employee’s signature does not necessarily indicate concurrence with all comments.

Employee Signature:

Date:

## Instructions for Foreign Service Promotion Input Form

All employees eligible for promotion must complete the Promotion Input Form (PIF), including those in long-term training.

### Section 1 – Employee Information

The Employee must complete all boxes included in Section 1.

1. Name: Employee's Last Name, First Name and Middle Initial.
2. Personal Grade: Employee's current personal grade regardless of position grade (e.g., FS-03).
3. Position Backstop: The two-digit Foreign Service Backstop Code (e.g., BS-02, BS-21) for the position that the employee is currently filling
4. Other Backstop(s): If the employee has served in assignments in other Backstops since their last promotion, enter the two-digit code for those backstops in this section.
5. Date of Last Promotion or Hire (month/year): Enter MM/YYYY for the date of employee's last promotion or hire date if the employee has not yet been promoted at USAID.
6. Location: Current assignment location.
7. Current Job/Position: The title of the employee's current position, e.g., Supervisory Private Sector Officer.
8. Functional Role: The role or function the employee is currently fulfilling, e.g., Director of the Economic Growth Office.

### Section 2 – Core Skills

In each sub-section a – d, employees shall describe one or two examples of how they demonstrated the core skill in the context of an accomplishment or a contribution to the work unit. The goal is to demonstrate the employee's level of proficiency in the relevant Core Skill (as defined in the FS/SFS Skills Framework). It is not necessary to call out the subskills used in the situation since many examples of a core skill will reflect more than one subskill. In other words, employees do not have to explicitly reference or address each subskill under each Core Skill listed in the FS/SFS Skills Framework. However, for the Results Driven Core Skill, employees are requested to include at least one example that demonstrates their backstop-specific expertise, drawing on the Technical and Substantive Expertise Sub-skill definition and examples in the FS/SFS Skills Framework and the Backstop Competencies found in the agency's Competency Catalog.

The timeframe for examples should fall between the April 1 of the year the FS employee was recommended for promotion (or hire date if no prior promotion) and March 31 of the year the employee is reviewed by the Promotion Boards. Each example should be framed succinctly (the total number of words per Core Skill block (excluding the Location, Position, Supervisor, and Timeframe information at the bottom of the block), must not exceed the 250-word limit, and must be written in the first person. Examples should address the following:



1. What was the context – the contribution or accomplishment or the situation that called for the skills you demonstrated?
2. What actions involving the relevant skill did you specifically take? If you were part of a team, describe your role and your actions.
3. How did your actions contribute to the outcome of the situation?

For each example provided, the employee must complete the following fields:

1. Assignment location – Enter your location or place of work.
  - a. Overseas employee: Enter country.
  - b. USAID/W employee: Enter the Bureau/Independent Office symbol.
2. Position: The position you occupied at the time.
3. Supervisor: Enter the first and last name of the person who was your supervisor for most or all of the period covered by this example.
4. Timeframe: Approximate timeframe (e.g., 03/2022 – 03/2023) of the example/situation described. Use the following format: MM//YYYY – MM//YYYY.

Prior to submitting the PIF to the Promotion Board, the employee should meet with his/her Rating Official to review and discuss the examples provided in Sections 2 and 3. Rating Officials will be reviewing content for appropriateness of examples provided as well as accuracy of the descriptions of the employee’s actions, role or impact. Employees are encouraged to make any revisions they deem appropriate to Sections 2 and 3 after meeting with their Rating Official.

### **Section 3 – Understanding of and Ability to Advance the Agency’s Mission**

One of the primary factors on which employees will be evaluated is their understanding of and ability to advance the Agency’s mission. As the international development landscape becomes more complex over time, advancing the Agency’s mission must also include advancing the U.S. government’s commitment to diversity, equity, inclusion and accessibility. Boards are to consider an employee’s contributions to the Agency through demonstrated success in various and increasingly responsible assignments within and outside the Agency. For the 2023-2024 Performance Year, Boards are also to consider how an employee demonstrated the Agency’s [principles](#) of diversity, equity, inclusion and accessibility. Employees are expected to show a deeper understanding of the Agency’s objectives and how these evolve; how the Agency works (both in the U.S. and overseas); and how individual performance contributes to the achievement of the Agency’s mission and U.S. foreign assistance objectives, acting individually, as a member of a team (e.g., interagency, across B/IOs), or in partnership with local actors and other key external stakeholders.

## Section 4 - Rating Official Input

### Determining appropriate Rating Official

Rating Officials will typically be the employee's immediate supervisor. Exceptions include the following:

- a. If the employee is in language training or long-term training at the end of the performance appraisal period, the last supervisor the employee worked under for 120 days or more will be responsible for completing the Rating Official sections of the PIF.
- b. If the employee has been working under his or her current supervisor less than 120 days at the end of the performance appraisal period, the last supervisor the employee worked under for 120 days or more is responsible for completing the Rating Official sections of PIF. If any examples the employee provides are from the current supervisor, however, the current supervisor must share his or her assessment of the accuracy of the employee's description of that situation with the supervisor responsible for completing the PIF.

In both cases described above, as well as rare cases requiring HCTM prior approval, the employee is encouraged, whenever possible, to complete the employee sections of the PIF and have the appropriate prior supervisor complete and sign the Rating Official sections of the PIF before the employee or supervisor departs post. If this is not possible, the employee and the prior supervisor must cooperate to ensure that the PIF is completed before the deadline. The employee is responsible for providing the rating official a draft PIF no later than 15 business days before the PIF is due. The rating official is required to return the PIF to the employee with the rating official's input at least seven business days before the PIF is due. If the employee chooses to request a second-level review, the employee must request it within two business days of receipt of the rating official's input. Principal Officers can require earlier internal deadlines as appropriate to meet OU needs.

There may be other rare cases where it is appropriate to have someone other than the employee's immediate supervisor complete the PIF. For example, employees who have been in a non-traditional assignment for more than 120 days at the end of the performance appraisal cycle should reach out to HCTM to discuss who is in the best position to complete the Rating Official sections of the PIF. In these and other situations not covered by a and b above, HCTM/CPE must approve the substitute rater or the PIF will not be accepted. Interpersonal issues between the supervisor and employee, including disagreements about performance, are not legitimate reasons to request substitutions.

## Guidance on Nature of Rating Official Input

Before providing their own input, Rating Officials are encouraged to review the employee's current and previous Annual Accomplishment Records (AARs), review the PIF text boxes completed by the employee, and reflect on their own observations plus any feedback they have obtained from others that is relevant to the employee's skill examples. This review should inform the Rating Official's discussions with employees about the accuracy and appropriateness of the employee's narratives, as well as provide the basis for their own narrative in Section 4.

If Rating Officials feel that the way the employee represented his/her skills and accomplishments is consistent with what they have observed or learned about the employee, they should provide supplementary information the Promotion Board might find useful in assessing the candidate against the six promotion decision criteria outlined in ADS 463. This information may include additional situational context (such as the challenge or complexity of the work performed) highlights of skills relevant for promotion, and how the contributions of the employee helped the Office, Bureau, or Mission to accomplish its goals. Comments may address skills and accomplishments the employee described or other skills the employee demonstrated or other contributions the employee made to the Office, Bureau, or Mission.

If the Rating Official feels that the way the employee represented one or more of his/her skills and accomplishments is not consistent with what they know about the employee, they should include an explanation and/or their own perspective.

In both cases, Rating Officials should also note whether the employee's performance is indicative of readiness to perform at the next grade level or if the employee could benefit from career broadening or skill development opportunities at his/her current level.

*There is a 250-word limit for the Rating Official's input.*

If, after reading the Rating Official's narrative, the employee chooses to request a second-level review, the employee may check the "Request review by Second Level Reviewer" box.

### **Section 5 – Second Level Reviewer Input (if required)**

A review by a Second Level Reviewer is required if the employee requests it. When this is the case, the Second Level Reviewer must review and sign the PIF and provide comments that address their own perceptions of the accuracy of the information provided by both parties (100-word limit).

### **Section 6 – USAID/Washington Input when Rating Official is non-USAID employee (if required)**

Section 6 must be completed if an employee's Rating Official is not a USAID employee (e.g., is an Ambassador, State Department or DoD official). The purpose is to supplement, not replace, the Rating Official's statement. The USAID/Washington manager should provide a brief statement highlighting the employee's performance, capabilities related to the FS Core Skills, and the employee's direct or indirect impact on USAID's mission, and sign and date the PIF. If the non-USAID immediate supervisor does not have access to ePerformance, he/she may sign a paper version of the PIF.

**Section 7 – Employee Signature**

The Employee signs and dates to acknowledge that he/she is the author of the employee sections of this document, has provided an honest portrayal of information to the best of his/her knowledge, and has reviewed comments provided by the Rating Official and, when applicable, the Second Level Reviewer and USAID/Washington. By signing, the employee is not necessarily indicating concurrence with the comments.

## **Supplemental Instructions for Signing the Foreign Service 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, all of the information in Section 5 will be locked.

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, all of the information in Section 6 will be locked.

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.