



**CIVIL SERVICE-TO-FOREIGN SERVICE CONVERSION EVALUATION FORM**

**PRIVACY ACT STATEMENT**

**Authority:** 22 U.S.C. § 2151 et seq. (2024) (The Foreign Assistance Act, Public Law 87-195, 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) (2024) (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 Fed. Reg. 11387 (April 2, 2015) (notice); USAID 16 – Employee Time, Attendance, and Payroll Record, 80 Fed. Reg. 481 (February 5, 2015) (notice).

**Instructions:** The evaluator must complete the form. The form is sent to the Office of Human Capital and Talent Management, Foreign Service Center Director.

**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 <i>(Mission Director/Deputy Director)</i>	SIGNATURE	DATE <i>(mm/dd/yyyy)</i>
b. EMPLOYEE NAME <i>(Signature acknowledges receipt of evaluation)</i>	SIGNATURE	DATE <i>(mm/dd/yyyy)</i>



**SECTION 3 - EVALUATION OF POTENTIAL**

*Instructions:* Evaluators must check the box, with reference to the Foreign Service core skills and backstop competencies, 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 Reference 461mad, Foreign Service and Senior Foreign Service Skills Framework, and the Backstop Competencies found in the Agency's Competency Catalog.

**General Appraisal**

Meets standards in all skill areas and competencies and demonstrates potential to serve successfully as a career candidate.

May serve effectively as a career candidate, but additional experience is needed in skill area(s) or competencies identified in section 5.

Does not meet standards in all skill area(s) and competencies and has demonstrated weaknesses that would impede ability to serve effectively as a career candidate even with additional experience.

**SECTION 4 - RECOMMENDATION FOR CONVERSION**

*Instructions:* The evaluator must make a recommendation regarding whether the candidate should be converted to career candidate status. Employee is recommended for conversion to career candidate status at this time:            Yes            No

**SECTION 5 - NARRATIVE COMMENTS**

*Instructions:* 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, backstop competencies and performance to substantiate the general appraisal in Section 3 and the selected conversion recommendation in Section 4 above. As applicable, the evaluator should address any skill areas where the employee has not met the skill standards for their class level, any job functions/backstop competencies that the employee has not been able to perform at a satisfactory level, and/or conduct issues. This narrative should be informed by input from the current supervisor (if the evaluator is not the supervisor), the past supervisor(s) during the period under review, and by the Backstop Coordinator, particularly for those backstops where effective performance depends on receipt of a warrant or other certification.



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**SECTION 5 - NARRATIVE COMMENTS - CONTINUATION**

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## INSTRUCTIONS FOR COMPLETING AID 415-2

SECTION 1a - The evaluator enters the last name, first name, and middle initials.

SECTION 1b - The evaluator enters the pay plan and grade.

SECTION 1c - The evaluator enters the Foreign Service assignment date.

SECTION 1d - The evaluator enters the position functional title.

SECTION 1e - The evaluator enters the post/USAID office.

SECTION 1f - The evaluator enters the backstop.

SECTION 2a - The evaluator enters name and title, signs, and dates.

SECTION 2b - The employee enters name, signs and dates.

SECTION 3 - The evaluator must check the box that best describes their appraisal of the employee's aptitude, fitness, and demonstrated potential to perform effectively as a career candidate Foreign Service Officer.

SECTION 4 - The evaluator must check the box yes or no to make a recommendation regarding whether the candidate should be converted to career candidate status.

SECTION 5 - The evaluator should enter narrative comments assessing 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, backstop competencies and performance to substantiate the general appraisal in Section 3 and the selected conversion recommendation in Section 4. As applicable, the evaluator should address any skill areas where the employee has not met the skill standards for their class level, any job functions/backstop competencies that the employee has not been able to perform at a satisfactory level, and/or conduct issues. This narrative should be informed by input from the current supervisor (if the evaluator is not the supervisor), the past supervisor(s) during the period under review, and by the Backstop Coordinator, particularly for those backstops where effective performance depends on receipt of a warrant or other certification. (Mandatory)