



Operating Unit Context Statement

Privacy Act Statement:

Authority: 22 U.S.C. Chapter 52 § 4001 (2023)

Purpose: This form is used to complement Annual Accomplishment Record and Performance Input Form with an understanding of the country context, strategic priorities, program focus and office size within which the employee has been working.

Routine Uses: The personal information will not be made outside the Agency without written consent of the employee concerned except: (a) pursuant to any applicable routine use listed under USAID’S Foreign Service Employee Personnel Records System (USAID-1) in USAID’s Notice of System of Records (available from the information and Records Division) for implementing the Privacy Act in the Federal Register, or (b) when disclosure without the employee’s consent is authorized by the Privacy Act and provided for in USAID Regulation 15.

Disclosure: Disclosure is mandatory as part of the employee’s performance evaluation file.

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

Keep this form secured in a locked filing cabinet. If stored electronically, ensure the folder has proper access controls. Use a cover sheet before faxing this document, and ensure you encrypt it using USAID-approved encryption methods before emailing it.

Section 1 - Operating Unit (OU) Information			
1. Name:		2. Performance Appraisal Cycle:	
3. a. Total # of Staff:	b. # FS Officers (FSO):	c. # FS Nationals (FSN):	d. #FS Limited (FSL):
	e. #Civil Service:	f. #Personal Service Contractors	g. #Other:
4. Current FY Operating Year Budget:		6. Number and Type of OU Sub-units:	
5. Current FY Operating Expenses:			
Section 2 - OU Context Narrative			
<i>Describe the operating context for the OU. See form instructions for further guidance. (Approximately 600- word limit)</i>			

Section 2 - OU Context Narrative - Continued

Section 3 - Sub-OU Narrative for Offices/Centers within USAID/Washington Bureaus and Country Offices under Regional Missions (Optional)

Describe the strategic priorities, challenges, programs and/or functions of organizational sub-unit(s) within the OU as needed to provide context for FSO/FSL staff in those units. (Approximately 300-word limit total)

Signature 4 - Principal Officer Signature

The statement above accurately represents the Operating Unit's context in this performance appraisal cycle.

Principal Officer Name:

Principal Officer Title:

Principal Officer Signature:

Date:

INSTRUCTIONS

Operating Unit Context Statement (OUCS)

The Operating Unit (OU) Context Statement documents the context within which the OU staff attempted to achieve their objectives during the performance appraisal cycle. Each OU is to prepare one OUCS.

The OU Principal Officer or designated representative completes all boxes and the Principal Officer signs the form.

Section 1 – Operating Unit Information

1. OU Name/Location: Bureau, Post, or Independent Office, e.g., USAID/Freedomia, Bureau for Management.
2. Performance Appraisal Cycle: Enter the year (YYYY) for which this context applies. If the Operating Unit Context covers April 2018 through March 2019, the Performance Appraisal Cycle is 2019.
3. a. Total Number of Staff: Include the total number of all OU positions approved under the staffing plan.
 - b. # FSO: Indicate the number of filled Foreign Service Officer (FSO) positions as of the date the OUCS is signed.
 - c. # FSN: Indicate the number of filled Foreign Service National (FSN) positions as of the date the OUCS is signed.
 - d. # FSL: Indicate the number of filled Foreign Service Limited (FSL) positions as of the date the OUCS is signed.
 - e. # CS: Indicate the number of filled Civil Service (CS) positions as of the date the OUCS is signed.
 - f. #PSCs: Indicate the number of filled US and Third Country National Personal Services Contractor (PSC) positions as of the date the OUCS is signed.
 - g. # Other: Indicate the number of other filled full-time staff positions (institutional contractors, fellows, etc.) as of the date the OUCS is signed.
4. Current FY OYB: Indicate the approved Operating Year Budget for the current fiscal year.
5. Current FY OE: Indicate the approved Operating Expense Budget for the current fiscal year.
6. # and Type of OU sub-units: Indicate the number and type (office, center, division, etc.) of sub organizational units within the OU

Section 2 – Operating Unit Context

Describe the programmatic and organizational context in which the Foreign Service Officers in the Operating Unit worked to achieve the OU's goals and objectives during the performance appraisal cycle. At a minimum, this should include 1) Country/AID/W Context - the organizational setting and any unique features or challenges of the setting; 2) USAID Program Priorities - foreign policy and program/operational priorities; and 3) Functions - key functions and/or programs managed (e.g., services provided, scope of service if serving more than one country, portfolio size, projects or initiatives managed, acquisition and assistance instruments and/or physical assets managed). All information provided should apply to the entire Operating Unit and should not be specific to only one or a sub-set of offices within the Operating Unit. (Approximately 600-word limit).

Section 3: Sub-OU Narrative

OPTIONAL for Offices/Centers within AID/W Bureaus and Country Offices under Regional Platforms

This section is optional and may be used to supplement Section 2 by describing key elements of the context of one or more organizational sub-unit(s) within the OU where FSOs/FSLs are working. This may include key functions, challenges, strategic priorities, programs and/or resources of the subunit. This narrative should not be applicable to the overall Operating Unit which is covered in Section 2. (Approximately 300-word limit total for all sub-OU units)

Section 4 – Principal Officer Signature

The Principal Officer signs and dates to confirm the accuracy of the Operating Unit Context.