



Foreign Service Promotion Waiver Request

TO: HCTM/CPE, Performance Management Division

FROM:

DATE:

SUBJECT: Request to Waive Promotion Package

I, _____ would like to waive completion and submission of my promotion package which includes: 1) Annual Accomplishment Record (AAR); 2) Annual Performance Evaluation (APE); 3) Multisource Rating (MSR); and 4) Promotion Input Form (PIF) for the ____ (yyyy) promotion cycle. I understand that by waiving my promotion package, I will not be reviewed by the Promotion Board or eligible for a monetary bonus during the current cycle. I also understand that I am waiving my right to grieve any possible outcome which might have arisen from my not having a promotion package prepared for the ____ (yyyy) promotion cycle. I am planning to retire or resign by the end of this calendar year.

Signature

Date