SECTION 1 (to be completed by employee)

Employee Name:

Employee Signature: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I wish to meet with the PM PRA Rating Official: \_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:

Reviewing Official: Phone: Email:

PM PRA: Phone: Email:

Was there an informal reconsideration request? 🞏

If so, please attach informal reconsideration form and request.

**Justification**

**­­­­­­­­­­­**

SECTION 2 (to be completed by PM/PRA)

**Formal Reconsideration:**

🞏 Approved 🞏 Declined PM PRA Signature: Date

*(If declined, employee may request a further and final reconsideration from the Director of Intelligence)*

Rationale:

**Rating Adjustment (If Applicable)**

Revised Rating of Record: 🞏 Unacceptable, 🞏 Minimally Successful, 🞏 Successful, 🞏 Excellent, 🞏 Outstanding

SECTION 3 (to be completed by Bonus Pool Manager, if required)

**Bonus Adjustment (if applicable)**

Original Bonus Amount (if applicable): New Bonus Amount (if applicable):

Pay Pool Manager Signature: *(Required if bonus amount is changed)*

**Checklist:**

 Attach copy of disputed evaluation

 Attach copy of Informal Reconsideration (if used)

 Make copies for Rater and Reviewer

 Make copies for Human Capital