



## Reconsideration of Evaluation of Record within Intelligence Department

### Summary for employees:

- Reconsideration is for the Evaluation of Record **only** (e.g. not for formal counseling or midpoint reviews).
- The enclosed Informal Reconsideration Form must be initiated within 5 days of the evaluation conversation. The informal process is not required, though highly recommended.
- The employee may dispute the finding of the informal reconsideration decision, within 10 days of receipt, using formal reconsideration procedures.
- If the informal process is not used, a Formal Reconsideration Form must be submitted to the Performance Management (PM) Performance Review Authority (PRA) within 10 days of receipt of the evaluation.
- Employees may request a final reconsideration from the DIRINT within 7 days of the PM PRA decision.
- Reconsideration decisions by the DIRINT are final.
- *Copies of all documentation will be provided to I-Dept Human Capital office for tracking purposes.*

### Summary for Raters and Reviewers:

- Reconsideration is for the Evaluation of Record **only**.
- Employee should be told that an Informal Reconsideration can be requested by the employee within 5 days of receipt of evaluation. An Informal Reconsideration must be responded to within 5 calendar days.
- If the result of the informal reconsideration is not acceptable, the employee should be told that a Formal Reconsideration can be requested by the employee within 10 days of receipt of informal decision.
- If the informal process is not used, the employee must request a Formal Reconsideration from the PM PRA within 10 days of receipt of the evaluation.
- If the result of the formal reconsideration is not acceptable, the employee should be told they can ask for a Final Reconsideration from the DIRINT within 7 days of the formal decision.
- Decision by the DIRINT is final and not appealable.
- *Copies of all documentation will be provided to I-Dept Human Capital for tracking purposes.*

### Detailed Procedures:

The following procedures are for requesting reconsideration of the final evaluation of record. Employees may not challenge a midpoint review, performance objectives, or performance elements. All time limits are in calendar days. Timelines start when the employee is notified of the rating or decision. If the PM PRA or the DIRINT grants the reconsideration after the annual



bonus pools, the bonus pool decision shall also be reconsidered and changed to be consistent with similar decisions. Decisions will be retroactive to the original bonus pool date.

### **Informal Reconsideration:**

To dispute performance evaluation ratings, the employee should contact rating and reviewing officials within 5 days and submit the enclosed Informal Reconsideration Form. The rater or reviewing official must respond within 5 days. If unresolved within 10 days following the original submission, the employee may use the formal reconsideration process below. If the rating is changed as a result of an Informal Reconsideration, The PM PRA must review the new rating before it becomes the Evaluation of Record.

### **Formal Reconsideration:**

(1) Submit the enclosed Formal Reconsideration Form, to the PM PRA to include:

- Copy of the disputed performance evaluation of record.
- Specific change(s) requested (use the Formal Reconsideration Form).
- Justification for the change explaining why the issue was not resolved informally.
- Any supporting documentation.
- Signed Informal Reconsideration Form (if applicable).
- The employee may ask to meet with the PM PRA.

(2) Employees must submit the Formal Reconsideration Form within 10 days of evaluation conversation. If the informal process was used, employees must submit the form within 10 days of the informal decision (i.e. the date the Informal Reconsideration Form is signed by reviewer).

(3) Employees may have a representative assist them in pursuing the request. The PM PRA must approve the representative.

(4) Failure to follow these procedures may result in the PM PRA canceling the reconsideration request. In this case, a copy of the cancellation shall be given to I-Dept Human Capital, the employee's rating official, and the employee.

(5) The PM PRA shall review the request; talk with the rating and reviewing officials, and conduct further inquiry as deemed necessary. The employee will have the opportunity to review any additional documentation and findings.

(6) The PM PRA will provide a written decision within 15 days of receipt of the request for reconsideration. If necessary, the PM PRA may extend the deadline by an additional 15 days. The decision will include a brief rationale and tell the employee he/she can request a final reconsideration by the Director of Intelligence (DIRINT), Headquarters Marine Corps. Copies of the decision shall be given to I-Dept Human Capital Office, the rating official, the reviewing official, and the employee.



### **Final Reconsideration:**

(1) If an employee requests the DIRINT conduct a final reconsideration of the evaluation, it must be submitted using the Final Reconsideration Form within 7 days of receipt of the notice of the PM PRA decision. Within 15 days of a request for final reconsideration, the DIRINT shall issue a final decision or direct further inquiry. The DIRINT will tell the employee of the final decision within 30 days or 30 days following any further inquiry. The DIRINT's decision is final and not subject to appeal.

(2) If the final decision changes the evaluation of record, the revised evaluation shall replace the original in all appropriate records. A copy is provided to the employee, I-Dept Human Capital Office, and the rating official. The revised evaluation shall be retroactive to the effective date of the original.