

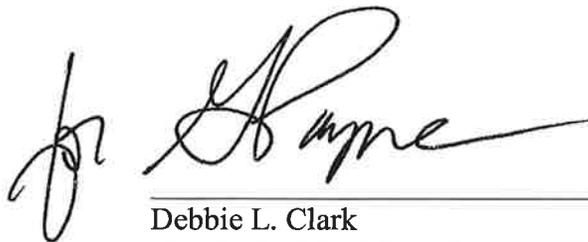
INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 28-IAM-430	SUBJECT Performance Appraisal- Reconsideration	RELEASE NUMBER 08-20
FOR FURTHER INFORMATION Office of Human Capital Management		DATE

EXPLANATION OF MATERIAL TRANSMITTED:

This policy defines the process for requesting reconsideration of a rating. Previous memoranda, manuals or personnel management notices may contain policies regarding the reconsideration process of performance appraisals which are inconsistent with this memorandum; they are superseded by this document.



Debbie L. Clark
Deputy Assistant Secretary – Indian Affairs (Management)

FILING INSTRUCTIONS:

Remove: None

Insert: 28-IAM-430 (new)

INDIAN AFFAIRS MANUAL

Part 28

Human Capital Management

Chapter 430

Performance Appraisal - Reconsideration

Page 1

- 1.1 Purpose.** This policy defines the process for requesting reconsideration of a rating. Previous memoranda, manuals or personnel management notices may contain policies regarding the reconsideration process of performance appraisals which are inconsistent with this memorandum; they are superseded by this document.
- 1.2 Scope.** This policy applies to non-bargaining unit employees in the Bureau of Indian Affairs (BIA), including the Bureau of Indian Education (BIE) and BIA organizations reporting to officials in the Office of the Assistant Secretary – Indian Affairs (AS-IA). This policy does not apply to employees in the Office of the Assistant Secretary – Indian Affairs or to the Senior Executive Service. The performance appraisal procedures for the Senior Executive Service are in 5 CFR 430 Subpart C and 370 DM 430.
- 1.3 Policy.** An employee who is dissatisfied with a rating received on a given element, which, if changed, would affect the outcome of the overall rating of record may request reconsideration of the rating by the next higher level supervisor/manager who has not signed the appraisal document. The employee's reconsideration request must be in writing, must state the basis for the request, and must be submitted to the higher level supervisor/manager within 15 calendar days following the employee's receipt of the rating. The decision by this reviewing official is final and binding, and there is no further right of review in the performance management process.
- 1.4 Authority.** **Departmental Manual 370 DM 430 HB-1** issued October 4, 2004
- 1.5 Responsibilities.**
- A. The Deputy Assistant Secretary – Management** is responsible for administering this policy in the Assistant Secretary – Indian Affairs and the Bureau of Indian Affairs.
- B. The Office of Human Resources** is responsible for providing information and guidance to supervisors, and managers.