

United States Department of the Interior

TAKE PRIDE IN AMERICA

OFFICE OF THE SECRETARY Washington, D.C. 20240

National Policy Memorandum

Assistant Secretary - Indian Affairs Deputy Assistant Secretary - Management

Number: NPM-HR-6 Effective: January 19, 2006
Title: Performance Appraisal - Reconsideration Expires: January 19, 2007

1. Purpose

This policy defines the process for requesting reconsideration of a rating as required by 370 DM 430HB-1 issued October 4, 2004. This policy supercedes 44 BIAM, 430 (Release 44-108, dated 6/2/86) in its entirety. To the extent that previous memoranda, manual releases or personnel management notices may contain policies regarding the reconsideration process of performance appraisals which are inconsistent with this memorandum, they are superceded by this document.

2. Scope

This policy applies to non-bargaining unit employees in the Bureau of Indian Affairs (BIA), including the Office of Indian Education Programs (OIEP) and BIA organizations reporting to officials in the Office of the Assistant Secretary – Indian Affairs. 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 addressed in 5 CFR 430 Subpart C and 370 DM 430.

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.

4. Approvals

/sgd/	January 19, 2006
Debbie L. Clark	Date
Deputy Assistant Secretary – Management	