



## Army DCIPS Performance Evaluation Administrative Reconsideration Guide

### Reference

- DoD Instruction 1400.25-V2011, 14 DCIPS Performance Management, 14 Aug 09 (incorporating change 1, 15 Jan 10), <http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/1400.25-V2011.pdf>.
  - AP-V 2011 DCIPS Performance Management, 29 Jun 11 (incorporating change 1, 27 Jun 14), [http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/AP-V2011\\_06-29-2011.pdf](http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/AP-V2011_06-29-2011.pdf).
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### Coverage

Under DCIPS policy guidance, an employee may challenge only their DCIPS evaluations of record. An Evaluation of Record is defined in the references cited above as the summary performance rating, derived from the employee's ratings on his or her performance elements and performance objectives, assigned during the annual evaluation of employee performance.

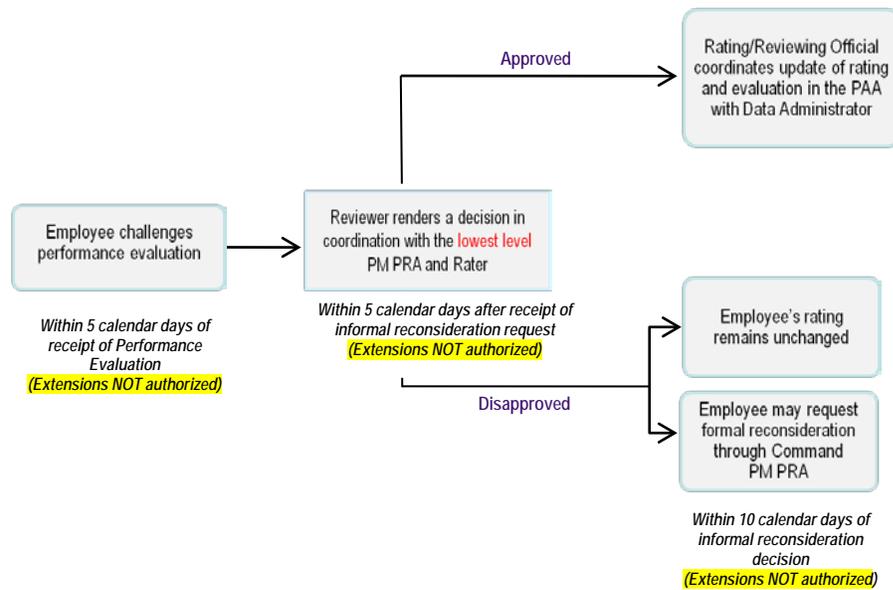
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### Exclusions

The DCIPS administrative reconsideration process does not apply to issues involving a midpoint review or an interim assignment report of performance, or any bonus matter. In addition, the reconsideration process does not apply to challenges regarding individual ratings for performance objectives, individual ratings for performance elements, or narrative assessments (unless required to support a change in the Evaluation of Record). The rating process followed in determining performance Evaluation of Record may not be challenged as part of a DCIPS administrative reconsideration; however, allegations that a performance Evaluation of Record was based on discrimination, or reprisal; on prohibited personnel practices; or on protections against whistleblower reprisal may be raised in the appropriate forum (e.g. Equal Employment Opportunity (EEO) discrimination complaint procedure, the DoD Administrative Grievance System (AGS), the Army Inspector General, etc.). If an employee raises such allegations in a reconsideration request, the employee will be asked, in writing, to elect to either: a) Withdraw the allegation which is based on prohibited practices and continue under the reconsideration process; or b) Terminate the request for reconsideration and contact a counselor in EEO, DAIG, etc. (as appropriate) in order to process the complaint through the appropriate complaint procedures based upon employees allegation of prohibited practices.

**Informal  
Process  
(optional)**

# Informal Reconsideration Process

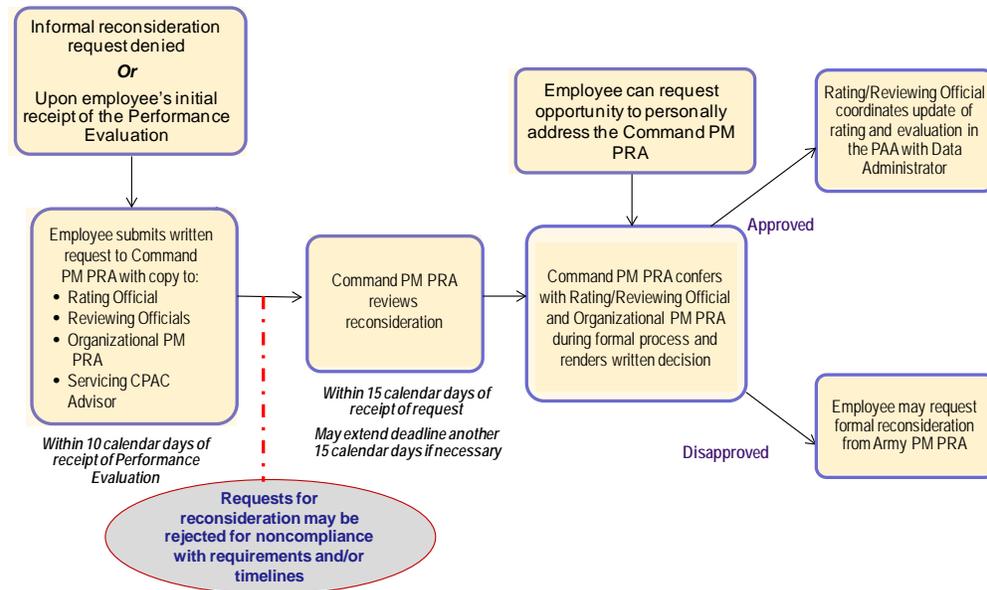


If an employee disagrees with the rating received on the Evaluation of Record, the employee should first contact the rating and reviewing officials within 5 calendar days of the employee's receipt of the rating to resolve the disagreement informally. The rater and/or reviewing official are expected to respond to the employee within 5 calendar days from the day the employee raises the disagreement. If the employee, rater, and reviewer are unable to resolve the employee's issue within this 10 calendar day period, the employee may pursue the formal administrative reconsideration process by following the formal administrative reconsideration procedures. **NOTES: 1) Extensions to these deadlines are not authorized under informal process. 2) In order to ensure reconsiderations reconsideration process continues timely, strict adherence to timeframes shall be applied. Informal reconsiderations later presented under the formal reconsideration process will be deemed untimely and subject to cancellation if not presented within 10 calendar days of receipt of the informal reconsideration decision or within 10 calendar days from the date a decision should have been made if no decision was rendered under the informal reconsideration process.**

**Formal Process**

**Step 1: (Command PM PRA)**

**Formal Reconsideration Process – Command PM PRA**

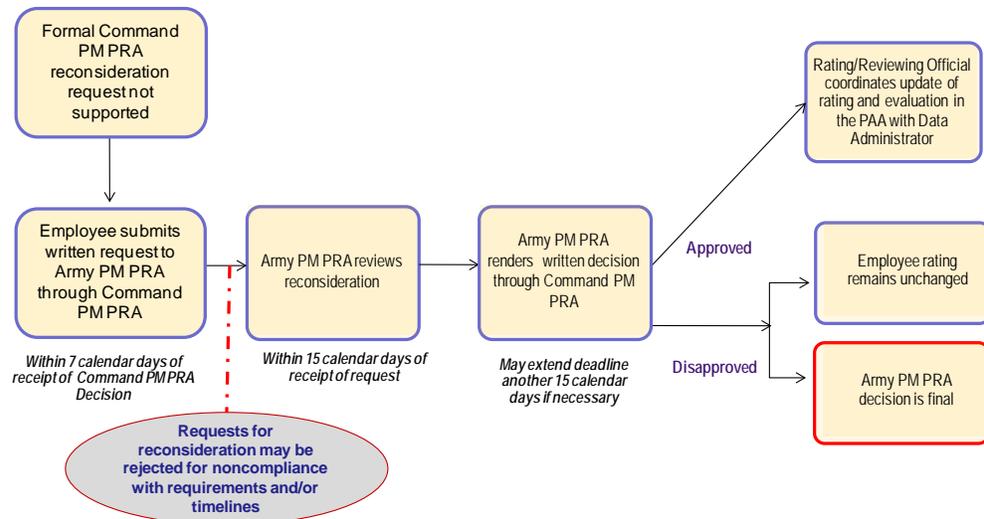


- a) An employee seeking reconsideration of an Evaluation of Record must submit a written request for reconsideration to their Command PM PRA with a copy to the rating official, the reviewing official, Organizational PM PRA (if applicable), and their servicing Civilian Personnel Advisory Center (CPAC). The request must state the basis for the disagreement about the Evaluation of Record and explain how any discussion with the rating and reviewing official has not resolved the matter.
- b) An employee who has attempted to resolve the disagreement informally shall have 10 calendar days from the date he/she receives a decision (or should have received a decision from the rater/reviewing official if no decision was made within the 10 calendar days allotted) about the disagreement to initiate the formal administrative reconsideration process. An employee who has not pursued an informal resolution of the rating disagreement shall have 10 calendar days from the receipt of the Evaluation of Record to initiate the formal administrative reconsideration process.
- c) An employee seeking administrative reconsideration may identify someone to act as his/her representative to assist in pursuing the reconsideration request.

- d) The request for reconsideration must be in writing and may include a request to personally address the Command PM PRA. The request must include a copy of the [final] Evaluation of Record being challenged, state what change is being requested, and provide the employee's basis for requesting the change.
- e) Failure to comply with these procedures may result in the Command PM PRA issuing a written cancellation of the reconsideration request. In such case, a copy of the cancellation shall be furnished to the servicing CPAC; the employee's rating official, reviewing official, Organizational PM PRA, and the employee.
- f) The Command PM PRA shall review the request and confer with the rating official and reviewing official. He or she may conduct further inquiry as he or she deems appropriate. Should the PM PRA direct such additional inquiry, the employee shall be offered the opportunity to review documentation and findings developed during the course of the further inquiry.
- g) The employee may request an opportunity to personally address the Command PM PRA. If the request is approved, the Command PM PRA shall set the date, time, location, and method of communication.
- h) The Command PM PRA shall render a written decision within 15 calendar days of receipt of the employee's written request for reconsideration. The Command PM PRA may extend the deadline if necessary by another 15 calendar days. The decision must include a brief explanation of the basis for the decision, and notification that the employee may request further and final reconsideration by the Army PM PRA.

## Step 2: (Army PM PRA)

### Formal Reconsideration Process – Army PM PRA



a) If an employee chooses to request further and final reconsideration of the Evaluation of Record, a request for reconsideration must be submitted through the employee's Command PM PRA to the Army PM PRA within 7 calendar days of receipt of the notice from the Command PM PRA decision. Within 15 calendar days of receipt of a request for further and final reconsideration, the Army PM PRA shall issue a final decision unless he or she determines that further inquiry is required. In such case, the Army PM PRA shall advise the employee that a final decision shall be rendered on completion of the inquiry, but not later than 30 calendar days from the date of such notification. A decision from the Army PM PRA on the request for reconsideration is final. Reconsideration requests must be in writing, signed/dated, and sent thru the Command PM PRA to the Army PM PRA. The Command PM PRA will then initial through and forward the request for final reconsideration to the Army PM PRA at the contact information provided to them separately. **NOTE: DCIPS Administrative Reconsiderations forwarded to the Army PM PRA which do not mirror the timeframes specified within this document may require a justification from the Command PM PRA explaining the events that evolved prompting a deviation from the specified timeframes.**

b) If the Army PM PRA decision is to change the Evaluation of Record, the corrected evaluation shall take the place of the original one. A revised performance evaluation shall be prepared and entered into all appropriate records and a copy shall be provided to the employee, the Command PRA, the Organizational PRA, the servicing CPAC, and the rating and reviewing officials. The revised Evaluation of Record shall be retroactive to the effective date of the original Evaluation of Record.

**Calculating Dates**

When calculating time limits under the administrative reconsideration procedures, the day of an action or receipt of a document is not counted. The last day of the time limit is counted unless it is a Saturday, Sunday, legal holiday, or a day on which the employee is not regularly scheduled to work. In those cases, the last day of the time limit shall be moved to the employee's next regularly scheduled workday. All time limits are counted in calendar days.

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**Sample Notices**

The sample notices (templates) contained within the appendices contain the essential information that must be included in written formal requests and decisions to assist employees and Command PM PRA in crafting their own documents for use when submitting or addressing DCIPS performance evaluation administrative reconsideration requests.

Employee Sample Requests (Formal Process) –

- Step 1 - See Appendix A (Memorandum for Command PM PRA)
- Step 2 - See Appendix B (Memorandum for Army PM PRA)

Command PM PRA Sample Decisions (Formal Process) –

- See Appendix C (Memorandum granting requested relief)
  - See Appendix D (Memorandum granting partial requested relief)
  - See Appendix E (Memorandum denying requesting relief)
  - See Appendix F (Memorandum cancelling reconsideration request)
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**Length and Content**

Neither USD(I) or DA provide for limitations on the length of a DCIPS reconsideration requests and decisions. Information submitted by an employee in a reconsideration request should serve as clarification for what was initially submitted on the employee self report of accomplishments. Reconsideration is not intended to be used as an avenue to add accomplishments that were not previously addressed in the employee self report of accomplishments. This practice ensures a fair and consistent approach for all employees, affording everyone the same opportunity to provide one self report of accomplishments within the character and space constraints allowed by the PAA tool.

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**Changes from  
Errors or  
Reconsideration  
Requests**

**Evaluation:** Reconsideration requests that have been resolved in the employee's favor may result in a change in ratings and narrative (if needed to support the rating given). Ratings may not be adjusted downward as a result of administrative reconsideration unless there is an administrative error. The new rating must be provided to the employee's servicing CPAC in order for the reconsideration actions to be processed. The automated process for making changes to appraisals due to administrative reconsideration requests may found in the DCIPS Reconsideration and Clerical Corrections User Guide which may be found at:  
[http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/DCIPS%20Reconsideration%20and%20Clerical%20Corrections%20User%20Guide%20\[March%202010\].pdf](http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/DCIPS%20Reconsideration%20and%20Clerical%20Corrections%20User%20Guide%20[March%202010].pdf).

NOTE: Whether or not the employee seeks reconsideration, the rating official/reviewing official/PRA should correct errors and omissions of a mathematical or clerical nature brought to his or her attention.

**Bonus:** Corrections/changes to bonus amounts given to Army DCIPS employees as a result of reconsideration are to be coordinated via e-mail to a central point of contact at CHRA West Region for processing. No Request for Personnel Action (RPA) should be initiated by the organization.

The following process must be followed by the Data Administrator when correcting/changing a bonus amount as a result of reconsideration:

Send an e-mail to Lorraine Jacobs (Lorraine.P.Jacobs.civ@mail.mil) with copy furnished to Richard Leviner (Richard.J.Leviner.civ@mail.mil) providing the following in your request:

- a. Employees Full-Name
  - b. Total new amount employee should receive (**not the difference!**)
  - c. State that the requested correction is a result of DCIPS reconsideration made by Command PM PRA or Army PM PRA (Name and title). For informal reconsideration, state name of both the deciding official and name of PM PRA who approved the informal change.
  - d. Contact information of the individual requesting the change (generally the Data Administrator) to include name, title, bonus pool ID) phone number, and e-mail address.
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**Case File**

The PM PRA deciding a reconsideration request must establish a separate file by employee containing all relevant documents and any decision issued by them for each reconsideration request. The reconsideration case file(s) will be forwarded to the servicing CPAC who is responsible for retaining reconsideration files.

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**Alternative  
Dispute  
Resolution  
(ADR)  
(optional)**

ADR techniques such as mediation may be pursued at any time during the reconsideration process. Any proposed resolutions involving personnel actions must be coordinated with the servicing CPAC prior to signing an agreement.

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**Appendices**

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## APPENDIX A

### SAMPLE EMPLOYEE REQUEST FOR ADMINISTRATIVE RECONSIDERATION FROM COMMAND PM PRA

[OFFICE SYMBOL]

MEMORANDUM For [insert applicable ACOM/DRU/ASCC/AASA Commander's Name], Command Performance Management Performance Review Authority, [insert applicable Organizations Name and Mailing Address]

SUBJECT: Request for DCIPS Performance Evaluation Administrative Reconsideration

#### 1. References.

a. DoD Instruction 1400.25-V2011, DCIPS Performance Management, 14 Aug 09, (incorporating change 1, 15 Jan 10), <http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/1400.25-V2011.pdf>.

b. Department of the Army DCIPS Policy, AP-V 2011, Army DCIPS Performance Management, 29 Jun 11 (incorporating change 1, 27 Jun 14), [http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/AP-V2011\\_06-29-2011.pdf](http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/AP-V2011_06-29-2011.pdf).

#### 2. Applicability.

a. I understand that this is a request for administrative reconsideration, **only for my DCIPS Evaluation of Record**. It does not apply to the midpoint review, interim assignment report of performance, bonus, or individual ratings for performance objectives, individual ratings for performance elements, or narratives (unless required to support the Evaluation of Record).

b. I understand that allegations that a performance Evaluation of Record was based on prohibited actions, such as discrimination, reprisal; prohibited personnel practices; or on protections against whistleblower reprisal **may not be** processed through the administrative reconsideration process and shall result in cancelling the administrative reconsideration request.

#### 3. Basis for Request.

a. I am submitting this written request for administrative reconsideration within 10 calendar days of receiving the DCIPS Evaluation of Record (or within 10 calendar days of receipt of a decision made or suppose to be made under the informal reconsideration process [include if applicable and provide date informal decision received]). I received my Evaluation of Record on \_\_\_\_\_  
(Date Received mm/dd/yyyy).

(Select 3.b. and 3.c. and/or 3.d. below as appropriate)

b. I am requesting administrative reconsideration of my DCIPS Evaluation of Record which is presently a \_\_\_\_\_ (identify Evaluation of Record, e.g., Level 2). The Evaluation of Record that I believe I should have received is a \_\_\_\_\_ (e.g., Level 3).

c. I am requesting administrative reconsideration on the following objective rating(s):

(1) For performance objective \_\_\_\_\_ (identify the objective by number and title, e.g., performance objective no. 2 - Special Projects), my objective rating is presently a \_\_\_\_\_

(identify rating level, e.g., Level 2). I believe that the objective rating I should have received on this objective is a \_\_\_\_\_ (identify rating level, e.g., Level 3). The basis for my request for the above change(s) is as follows: (Attach additional pages of your explanation if needed)

d. I am requesting administrative reconsideration on the following performance element(s):

(1) For performance element \_\_\_\_\_ (identify the element by number and title, e.g., performance element no. 1 – Accountability for Results), my performance element is presently a \_\_\_\_\_ (identify rating, e.g., Level 2). I believe that the rating I should have received on this performance element is a \_\_\_\_\_ (identify rating, e.g., 3). The basis for my request for the above change(s) is as follows: (Attach additional pages of your explanation if needed)

(2) [Continue using the format in 3.c.(1) and/or 3.d.(1) above for any additional objective ratings and/or performance element ratings as appropriate.] (Attach additional pages of your explanation if needed)

e. I \_\_\_\_\_ am/ \_\_\_\_\_ am not (check one (✓)) alleging that prohibited considerations or practices such as discrimination or reprisal occurred in relation to the challenged Evaluation of Record.

4. As required, a copy of my final Evaluation of Record (PAA generated version of DCIPS Evaluation of Record (DD Form 2906D, if hard copy was used), is provided at the enclosure.

5. Representation. (Check (✓) a. or b. below as appropriate)

a. \_\_\_\_\_ I do not have a representative.

b. \_\_\_\_\_ I have designated (name, organization) \_\_\_\_\_ to act as my representative to assist me in pursuing this reconsideration request. I recognize that any representative's request for official time must be approved by the representative's supervisor.

6. I understand that in accordance DoD and Army policy, the Command PM PRA will review each request and, based on necessity and good cause, decide if a meeting to discuss this reconsideration is necessary. All information for my request is included with this reconsideration request package.

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

(mm/dd/yyyy)

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Enclosure  
Copy of DCIPS Final Evaluation of Record/DD 2906D

CF: Rating Official  
Reviewing Official  
Organizational PM PRA (if applicable)  
Servicing CPAC

## APPENDIX B

### SAMPLE EMPLOYEE REQUEST FOR FINAL REVIEW BY ARMY PM PRA

[OFFICE SYMBOL]

MEMORANDUM THRU [insert applicable ACOM/DRU/ASCC/AASA Commander's Name], Command Performance Management Performance Review Authority, [insert applicable Organizations Name and Mailing Address]

FOR Headquarters, Department of the Army, Deputy Chief of Staff, G-2, Army Performance Management Performance Review Authority (Army PM PRA)

SUBJECT: Request for Final DCIPS Performance Evaluation Administrative Reconsideration

#### 1. References.

a. DoD Instruction 1400.25-V2011, DCIPS Performance Management, 14 Aug 09, (incorporating change 1, 15 Jan 10), <http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/1400.25-V2011.pdf>.

b. Department of the Army DCIPS Policy, AP-V 2011, Army DCIPS Performance Management, 29 June 2011 (incorporating change 1, 27 Jun 14), [http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/AP-V2011\\_06-29-2011.pdf](http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/AP-V2011_06-29-2011.pdf).

#### 2. Applicability.

a. I understand that this is a request for administrative reconsideration, **only for my DCIPS Evaluation of Record**. It does not apply to the midpoint review, interim assignment report of performance, bonus, or individual ratings for performance objectives, individual ratings for performance elements, or narratives (unless required to support the Evaluation of Record).

b. I understand that allegations that a performance Evaluation of Record was based on prohibited actions, such as discrimination, reprisal; prohibited personnel practices; or on protections against whistleblower reprisal **may not be** processed through the administrative reconsideration process and shall result in cancelling the administrative reconsideration request.

#### 3. Basis for Request.

a. I disagree with the Command PM PRA decision in the reconsideration of my DCIPS Evaluation of Record and objective rating(s), and/or element rating(s) (*provide further explanation concerning disagreement*)

b. I received the Command PM PRA decision for DCIPS Reconsideration Request on       (date)      . I am filing this written request for final review within 7 calendar days of receiving the Command PM PRA decision.

c. The original DCIPS Evaluation of Record and performance objective rating(s), and/or performance element rating(s), for which reconsideration was requested, is stated in the original DCIPS Employee Reconsideration Request, paragraph 3. (see enclosure 2).

d. The Command PM PRA decision is at enclosure 3.

e. The rating(s) that I believe I should have received is stated in the original DCIPS Employee Reconsideration Request, paragraph 3. (see enclosure 2).

4. I \_\_\_\_\_am/ \_\_\_\_\_am not (*check one (✓)*) alleging that prohibited considerations or practices such as discrimination or reprisal occurred in relation to the challenged Evaluation of Record.

5. Representation. (*Check (✓) a. or b. below as appropriate*)

a. \_\_\_\_\_ I do not request a representative.

b. \_\_\_\_\_ I have designated (*name, organization*) \_\_\_\_\_ to act as my representative to assist me in pursuing this reconsideration request. I recognize that any representative's request for official time must be approved by the representative's supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(*mm/dd/yyyy*)

Type/Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Enclosures

1. Copy of DCIPS Final Evaluation of Record/DD Form 2906D
2. Copy of Original DCIPS Employee Reconsideration Request
3. Copy of Command PM PRA Decision for Reconsideration Request

CF: Reviewing Official  
Rating Official  
Organizational PM PRA (if applicable)  
Servicing CPAC

## APPENDIX C

### SAMPLE COMMAND PM PRA DECISION FOR ADMINISTRATIVE RECONSIDERATION GRANTING RELIEF ON EVALUATION OF RECORD

[OFFICE SYMBOL]

[DATE]

MEMORANDUM FOR [insert employee name, title, and/or organization name]

SUBJECT: Decision on Request for DCIPS Performance Evaluation Administrative Reconsideration

1. This is in response to your request for administrative reconsideration dated \_\_\_\_\_ and received on \_\_\_\_\_ (date) \_\_\_\_\_. [The 15 calendar day time frame for this decision was extended by \_\_\_\_\_ days. You were notified of this extension on \_\_\_\_\_ (date) \_\_\_\_\_.] *(Use these sentences as appropriate: The 15 day time frame may be extended up to an additional 15 days, with employee notification. A slight extension beyond the additional 15 days may be granted only in rare circumstances by mutual consent.)*

2. I have reviewed your administrative reconsideration request and supporting documentation and conferred with the rating official, reviewing official and organizational PM PRA (if applicable). After careful consideration, I have decided to grant your request. Your new *rating(s)* are as follows: \_\_\_\_\_ (e.g., *Your new objective rating for job objective no. 2, Special Project, is 4; your new performance element, Critical Thinking, is 3. Thus, your new Evaluation of Record is 4 - Excellent. (Explain basis for decision in paragraph 3)*

3. Summary of Basis for Decision. *(The decision shall include a brief explanation of the basis for the decision, not limited to the space here.)*

[COMMAND PM PRA SIGNATURE BLOCK]

CF: Organizational PM PRA (if applicable)  
Reviewing Official  
Rating Official  
Servicing CPAC

[NOTE: CPAC advisors are available for technical assistance upon request.]

## APPENDIX D

### SAMPLE COMMAND PM PRA DECISION FOR ADMINISTRATIVE RECONSIDERATION GRANTING PARTIAL RELIEF

[OFFICE SYMBOL]

[DATE]

MEMORANDUM FOR [insert employee name, title, and/or organization name]

SUBJECT: Decision on Request for DCIPS Performance Evaluation Administrative Reconsideration

1. This is in response to your request for administrative reconsideration dated \_\_\_\_\_ and received on \_\_\_\_\_ (date). [The 15 calendar day time frame for this decision was extended by \_\_\_\_\_ days. You were notified of this extension on \_\_\_\_\_ (date).] (Use these sentences as appropriate: *The 15 day time frame may be extended up to an additional 15 days, with employee notification. A slight extension beyond the additional 15 days may be granted by mutual consent.*)

2. I have reviewed your administrative reconsideration request and supporting documentation and conferred with the rating official(s), reviewing official and organizational PM PRA (if applicable). After careful consideration, I have decided to grant your request with modifications. Your new *rating(s)* are as follows: \_\_\_\_\_. (e.g., *Your new objective rating for job objective no. 2, Special Project, is 3; your new performance element, Critical Thinking, is 4. Thus, your new Evaluation of Record remains 3 – Successful. (Explain basis for decision in paragraph 3)*)

3. Summary of Basis for Decision. (The decision shall include a brief explanation of the basis for the decision, not limited to the space here.)

4. If you are dissatisfied with my decision in this matter, in accordance DCIPS Army Policy Volume 2011 ([http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/AP-V2011\\_06-29-2011.pdf](http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/AP-V2011_06-29-2011.pdf)) and DoD Instruction 1400.25-V2011 (<http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/1400.25-V2011.pdf>), you may request a final review thru me to the Army Performance Management Performance Review Authority (Army PM PRA) addressed to the Deputy Chief of Staff, G-2 within 7 calendar days of receipt of this decision.

[COMMAND PM PRA SIGNATURE BLOCK]

CF: Organizational PM PRA (if applicable)  
Reviewing Official  
Rating Official  
Servicing CPAC

[NOTE: CPAC advisors are available for technical assistance upon request.]

## APPENDIX E

### SAMPLE COMMAND PM PRA DECISION FOR RECONSIDERATION DENYING REQUESTED RELIEF

[OFFICE SYMBOL]

[DATE]

MEMORANDUM FOR [insert employee name, title, and/or organization name]

SUBJECT: Decision on Request for DCIPS Performance Evaluation Administrative Reconsideration

1. This is in response to your request for administrative reconsideration dated \_\_\_\_\_ and received on \_\_\_\_\_ *(date)* . [The 15 calendar day time frame for this decision was extended by \_\_\_\_\_ days. You were notified of this extension on \_\_\_\_\_ *(date)* .] *(Use these sentences as appropriate: The 15 day time frame may be extended up to an additional 15 days, with employee notification. A slight extension beyond the additional 15 days may be granted by mutual consent.)*

2. I have reviewed your administrative reconsideration request and supporting documentation and conferred with the rating official(s), reviewing official and organizational PM PRA (if applicable). After careful consideration, I have decided to deny your request. *(Explain basis for decision in paragraph 3)*

3. Summary of Basis for Decision. *(The decision shall include a brief explanation of the basis for the decision not limited to the space here.)*

4. If you are dissatisfied with my decision in this matter, in accordance with DCIPS Army Policy Volume 2011 ([http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/AP-V2011\\_06-29-2011.pdf](http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/AP-V2011_06-29-2011.pdf)) and DoD Instruction 1400.25-V2011 (<http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/1400.25-V2011.pdf>), you may request a final review thru me to the Army Performance Management Performance Review Authority (Army PM PRA) addressed to the Deputy Chief of Staff, G-2 within 7 calendar days of receipt of this decision.

[COMMAND PM PRA SIGNATURE BLOCK]

CF: Organizational PM PRA (if applicable)  
Reviewing Official  
Rating Official  
Servicing CPAC

[NOTE: CPAC advisors are available for technical assistance upon request.]

## APPENDIX E

### SAMPLE COMMAND PM PRA DECISION FOR ADMINISTRATIVE RECONSIDERATING CANCELLATION

[OFFICE SYMBOL]

[DATE]

MEMORANDUM FOR [insert employee name, title, and/or organization name]

SUBJECT: Decision on Request for DCIPS Performance Evaluation Administrative Reconsideration

1. This is in response to your request for administrative reconsideration dated \_\_\_\_\_ and received on \_\_\_\_\_ (*date*). [The 15 calendar day time frame for this decision was extended by \_\_\_\_\_ days. You were notified of this extension on \_\_\_\_\_ (*date*).] (*Use these sentences as appropriate: The 15 day time frame may be extended up to an additional 15 days, with employee notification. A slight extension beyond the additional 15 days may be granted by mutual consent.*)

2. I have reviewed your administrative reconsideration request and supporting documentation and conferred with the rating official(s), reviewing official and organizational PM PRA (if applicable). After careful consideration, I have cancelled your request for failure to comply with the DCIPS administrative reconsideration. (*Explain basis for decision in paragraph 3*)

3. Summary of Basis for Decision. (*The decision must include a brief explanation of the basis for the decision, not limited to the space here.*)

4. If you are dissatisfied with my decision in this matter, in accordance with DCIPS Army Policy Volume 2011 ([http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/AP-V2011\\_06-29-2011.pdf](http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/AP-V2011_06-29-2011.pdf)) and DoD Instruction 1400.25-V2011 (<http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/1400.25-V2011.pdf>), you may request a final review thru me to the Army Performance Management Performance Review Authority (Army PM PRA) addressed to Deputy Chief of Staff, G-2 within 5 calendar days of receipt of this decision.

[Command PM PRA SIGNATURE BLOCK]

CF: Organizational PM PRA (if applicable)  
Reviewing Official  
Rating Official  
Servicing CPAC

[NOTE: CPAC advisors are available for technical assistance upon request.]