

Rating Recourse Request Format to be utilized only by Non-Computer Offices*Area/Field Employees

***ALL other employee requests must be submitted through the Performance Evaluation System (PES)**

***SUBMIT YOUR REQUEST TO YOUR IMMEDIATE EVALUATOR NO LATER THAN
MARCH 5, 2011. Retain a copy for your records.***

FY2010 Rating Recourse Submission Period: February 4, 2011 - March 05, 2011.

Employee Name: _____ **Title:** _____ **EIN:** _____

Unit Name: _____ **Finance Number:** _____

For any core requirement rating challenged, provide the justification/rationale and documentation/data source to substantiate each requested change USE ADDITIONAL SHEETS OF PAPER AS NEEDED.*

Core Requirement #1

Current Core Requirement Rating: _____ **Requested Rating:** _____

Rationale/Justification:

Documentation/Data Source:

Core Requirement #2

Current Core Requirement Rating: _____ **Requested Rating:** _____

Rationale/Justification:

Documentation/Data Source:

Core Requirement #3

Current Core Requirement Rating: _____ **Requested Rating:** _____

Rationale/Justification:

Documentation/Data Source:

Core Requirement #4

Current Core Requirement Rating: _____ **Requested Rating:** _____

Rationale/Justification:

Documentation/Data Source:

Employee Signature: _____ **Date:** _____

This section for administrative use only:

Postmark date on employee submission:	Local PFP Coordinator receipt date:	Perform3 receipt:
Evaluator receipt date:	Area PFP Coordinator receipt date	Admin entry Evaluator notified: