



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON SCHWEINFURT  
UNIT 25850, Box 10  
APO AE 09033

IMEU-SWF-ZA

17 December 2009

MEMORANDUM FOR Glenn A. Wait, USAG Schweinfurt Pay Pool Manager

SUBJECT: Reconsideration of NSPS Rating

1. From: *(Employee's Name)*

1. References.

- a. 5 CFR 9901.413 (26 Sep 2008), (73 FR 56344),  
<http://www.cpms.osd.mil/nsps/docs/NSPSFederalRegister2008FinalRule.pdf>
- b. DoD 1400.25-M, SC 1940.13 (1 Dec 2008)  
[http://www.cpms.osd.mil/nsps/docs/implementing\\_issuances/1940depsec.pdf](http://www.cpms.osd.mil/nsps/docs/implementing_issuances/1940depsec.pdf)

2. Applicability.

a. I understand that this is a request for reconsideration, **only for my numerical rating of record, and/or any of my numerical objective ratings, to include my contributing factor adjustments.** It does not apply to the interim review, closeout assessment, rater/higher level reviewer recommended rating of record and/or narratives, performance shares (number and value), or performance payout distribution between base pay increase and bonus. (SC1940.13.2.)

b. I understand that allegations that a performance rating was based on prohibited discrimination, such as race, color, religion, sex, national origin, age, physical or mental disability, or reprisal may not be processed through the reconsideration process and shall result in cancelling the reconsideration request (SC1940.13.3.).

3. Basis for Request.

a. I am submitting this written request for reconsideration within 10 calendar days of receiving the rating of record as required by SC1940.13.1.1. I received my rating of record on \_\_\_\_\_ *(Date Received mm/dd/yyyy)*.

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

b. I am requesting reconsideration of my rating of record which is presently a \_\_\_\_\_ *(identify rating of record, e.g., Level 2)*.

The rating of record that I believe I should have received is a \_\_\_\_\_ *(e.g., Level 3)*.

c. I am requesting reconsideration on the following objective rating(s), and/or my contributing factor adjustment(s):

(1) For job objective \_\_\_\_\_ *(identify the objective, e.g., job objective no. 2 - Special Projects)*, my objective rating is presently a \_\_\_\_\_ *(identify rating level, e.g., Level 2)*, and the associated contributing factor adjustment is \_\_\_\_\_ *(identify adjustment, e.g., -1/0/+1)*. I believe that the objective rating I should have received on this objective is a \_\_\_\_\_ *(identify rating level, e.g., Level 3)*, and the associated contributing

factor adjustment should be \_\_\_\_\_ (identify adjustment, e.g., -1/0/+1). The basis for my request for the above change(s) is as follows: (Attach additional pages if needed)

(2) [Continue using the format in 3.c.(1) above for any additional objective ratings and/or contributing factor adjustments as appropriate.] (Attach additional pages if needed)

d. I am   
I am not  (Check one [✓])

alleging that prohibited discrimination or reprisal occurred in relation to the challenged rating (SC1940.13.3.).

4. As required, a copy of my final rating, DD Form 2906, is attached (SC1940.13.1.3.).

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

a.  I do not have a representative.

b.  I have designated

\_\_\_\_\_  
(Name [LAST, First, MI], Employing Organization)

to act as my representative to assist me in pursuing this reconsideration request (SC1940.13.1.2.). I recognize that any representative's request for official time must be approved by the representative's supervisor.

6. I understand that in accordance with SC1940.13.7., the Pay Pool Manager 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: \_\_\_\_\_

Attachment: Copy of Rating of Record (DD Form 2906)

CF: Higher Level Reviewer  
Rating Official  
Servicing CPAC