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**FOURTH ESTATE FREQUENTLY ASKED QUESTIONS (FAQs)  
(Updated As of January 21, 2009)**

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**A. PERFORMANCE MANAGEMENT**

**A-1Q: When is the appraisal considered the “Rating of Record”?**

A: A rating of record is considered final when issued to the employee with all appropriate reviews and signatures.

The definition of Rating of Record in accordance with 5 CFR 9901.103, means the final numerical rating and associated narrative justification assigned to a performance appraisal by a Pay Pool Manager –

- (1) After completion of an appraisal period covering an employee’s performance of assigned duties against performance expectations over the applicable period; or
- (2) As needed following an unacceptable rating of record to reflect a substantial and sustained change in the employee’s performance since the last rating of record.

**A-2Q: Is January 4 the date supervisors must communicate the “Rating of Record”?**

A: No, in accordance with SC1940.10.7.2, upon completion of the pay pool process, the rating of record, share assignment, and payout distribution are communicated to the supervisor. The supervisor is then responsible for documenting the Pay Pool Manager’s decision on appropriate performance appraisal documents (electronic or hard copy) and constructively communicating this information to the employee. This process should happen prior to the effective date of the payout.

## **B. RECONSIDERATION REQUESTS**

**B-1Q: For reconsiderations requests, can the “working copy” DD Form 2906 alone be considered the “Rating of Record”?**

A: No, the “working copy” alone is not considered the rating of record. For reconsideration purposes, the employee must have:

- (1) the final rating, as documented in part T, of DD Form 2906 which is received after the finalization process (normally right around the effective date of payout date in January) when supervisors go back in to the system to document the date the communication took place and selects the "Complete" button **or**
- (2) the “working copy” with the narratives along with other information (i.e. addendum Employee Notice 2906) that includes objective ratings, share assignment and payout information.