National Aeronautics and Space Administration

# Senior Executive Service Performance Planning and Appraisal
# Reconsideration of the Initial Summary Rating

Incumbent Executive _____

Title _____

For the Performance Appraisal Period: From _____ To _____

## Incumbent Executive

Check One or Both:

☐ I am submitting a written response to my Initial Summary Rating. Response must be submitted within 10 days of receipt of Initial Summary Rating.

☐ I am requesting a higher level review of my Initial Summary Rating.

Signature _____ Date _____

## Higher Level Review - If more than one Higher Level Review, attach additional Appendix A's.

Reviewer's Name: _____

Reviewer's Title: _____

I have reviewed the Performance Appraisal, the Initial Summary Rating, and any written response submitted by the Incumbent Executive.
Check One:

☐ I concur with the Initial Summary Rating.

☐ I do not concur with the Initial Summary Rating; therefore, I recommend a rating of _____
(Attach a written explanation; provide a copy to all principals.)

Signature _____ Date _____

## Performance Review Board/Senior Executive Committee Review

Review of Incumbent Executive's Written Response: ☐ Reviewed ☐ No written response submitted

Review of any higher level review(s): ☐ Concur with recommendations. ☐ Do not concur. (Attach a written explanation; provide a copy to all principals.)

Review of Initial Summary Rating: ☐ Concur with the recommended Initial Summary Rating.

☐ Do not concur; therefore, we recommend a rating of _____
(Attach a written explanation; provide a copy to all principals.)

Signature of Official Designee: _____ Date _____

## NASA Administrator or Designee

In determining the Annual Summary Rating, I have reviewed the Performance Appraisal; the Initial Summary Rating; any written response submitted by the Incumbent Executive, the Higher Level Official(s), and the Performance Review Board or the Senior Executive Committee Reviews; and the recommendation of the Performance Review Board or the Senior Executive Committee.

☐ I concur with the Performance Review Board/Senior Executive Committee review and recommendation and approve the Initial Summary Rating as the Annual Summary Rating.

☐ I do not concur with the Performance Review Board/Senior Executive Committee review and recommendation; therefore I assign an Annual Summary Rating of _____
(Attach a written explanation; provide a copy to all principals.)

Signature _____ Date _____