



D.C. GOVERNMENT
RECONSIDERATION AND RESOLUTION COMMITTEE

Date:

Employee

Review No.

Agency

EMPLOYEE
NOTICE OF PAPER REVIEW

TO:

The employee has been granted the right, pursuant to the District Personnel Manual (DPM) Chapter 14, "Performance Management" to a paper review by the agency Reconsideration and Resolution Committee (RRC). The employee is hereby advised that a paper review has been scheduled for _____.

The employee must submit any additional supporting documentation or materials relevant to this performance rating review five (5) calendar days before the scheduled review date.

Failure of the parties to submit any supporting documentation and materials to the RRC coordinator before the paper review session is held will result in the record being reviewed as is. Any questions may be addressed to the agency RRC Coordinator.