

# Alternative Dispute Resolution (ADR)

## Facilitated Discussion for Reconsideration of Ratings of Record under the National Security Personnel System (NSPS)



### Q. Who comes to the discussion?

The discussions can include the pay pool manager, the panel members, the first line supervisor, the employee and the employee's representative, if any.

### Q. How can I learn more about the reconsideration process?

The reconsideration process is contained in DoD 1400.25-M, Subchapter 1940.12.4. It is available at <http://www.cpmc.osd.mil/nsps/docs/1940PerformanceManagement.pdf>

To learn about the DON policy favoring ADR, see SECNAVINST 5800.13A, at [www.adr.navy.mil](http://www.adr.navy.mil).

## Next Step

The Human Resources Office for your command should be able to assist pay pool managers and their employees as they consider using the facilitated decision process. Similarly, the ADR Coordinators in the Human Resource Service Centers are available to answer questions and provide facilitators. To contact an ADR Coordinator, visit:

[www.adr.navy.mil/regionaladrcoordinators.asp](http://www.adr.navy.mil/regionaladrcoordinators.asp)

Local Contact:

## Summary

Both managers and employees want the National Security Personnel System to fairly rate performance. The facilitated decision process is one way to ensure that the right information is used to reconsider that rating.

To learn more about alternative dispute resolution in the Department of the Navy, please visit [www.adr.navy.mil](http://www.adr.navy.mil).



**ADR Works!**

[www.adr.navy.mil](http://www.adr.navy.mil)

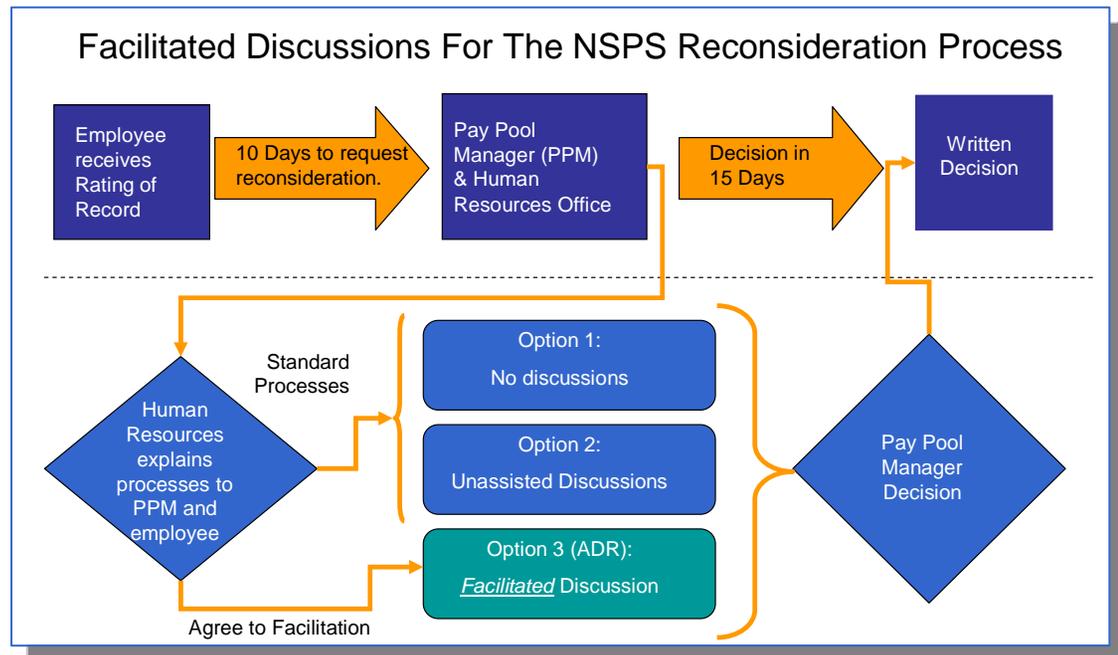
## Facilitated Discussions for Reconsideration of Ratings of Record

### Q. What is a “facilitated discussion” for requests for reconsideration of NSPS ratings?

The new National Security Personnel System (NSPS) allows an employee to request that their pay pool manager reconsider the employee’s “rating of record” given at the end of a performance period. The chart to the right shows that under the usual process employees can request an in-person discussion with the pay pool manager. Pay Pool Managers and employees can also agree to use an “alternative dispute resolution” (ADR) process called a “facilitated discussion.” Under this process, the pay pool manager still makes the decision, but the facilitator helps the parties make their discussion more effective.

### Q. Why should we use facilitated discussions?

Facilitation helps employees clearly present the facts that the employee wants the pay pool manager consider. Facilitated discussion helps pay pool managers by ensuring that their questions are answered, and that they have the relevant facts necessary to make informed decisions.



### Q. What will the facilitator do?

Facilitators use techniques that promote complete discussions while reducing unproductive stress and confrontation. They strive to keep the discussion productive by focusing on the key issues. If necessary, they ask helpful questions to promote clarity. Facilitators can guide the discussion to bring to the table all the information needed to make an informed decision. Facilitators remain impartial and do not represent either party. They do not provide substantive advice to either

party, and do not express opinions regarding who is right or wrong. As neutrals, they will keep the information that they learn confidential under a law called the Administrative Dispute Resolution Act of 1996.

### Q. Who are the facilitators?

The facilitators are specially trained volunteers who are usually employees of the Department of the Navy. They come from many different segments of the DON workforce. Facilitators will not be members of the pay pool involved.