

| GS Milestones Planner - Appraisal Year 2015 | | |
|---|---------------------------|---------------------------|
| | Due Dates | |
| | Begin | End |
| CREATING PERFORMANCE PLAN | | |
| Employees are required to establish a new performance plan for 2015. *The most current version of the performance form is dated 11/2011. *Follow the link below to obtain a new form and instructions for creating performance plan: http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx | 10/1/2014 | 10/31/2014 |
| PROGRESS REVIEW | | |
| Employee creates self assessment on the DON Interim Performance Appraisal Form (DON IPAF); submits via email to rating official (RO). *Follow the link below to obtain instructions for completing the progress review: http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx | 3/16/2015 | 3/20/2015 |
| RO creates assessment for the employee on the DON IPAF. RO conducts progress review with employee then submits completed and signed IPAF via email to CFM. | 3/23/2015 | 3/27/2015 |
| Senior rating official (SRO) reviews and submits the completed IPAF to: nacc_ipms_forms@navy.mil . Email subject line follows this naming convention: FOUO-PS: Progress Review-NAVAIR-John Doe | 3/30/2015 | 4/3/2015 |
| NACC CM notifies SRO of outstanding progress reviews. | 4/10/2015 | 4/10/2015 |
| ANNUAL ASSESSMENT | | |
| EMPLOYEE PROCEDURES | | |
| Employee creates self assessment on the DON IPAF; submits via email to RO. *Follow the link below to obtain instructions for completing the annual assessment: http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx | 9/21/2015 | 9/25/2015 |
| Supervisor completes RO Assessment; then forward copy to SRO for review. NOTE: For each Critical Element indicate the appropriate Individual Element Level. | 9/28/2015 | 10/2/2015 |
| Once SRO reviews assessments for Critical Elements 1 & 2; return to RO for delivery and digital signatures of annual assessment to the entry level employee. | 10/5/2015 | 10/9/2015 |
| After delivery, entry level employee and RO digitally sign and return to SRO for their digital signature; then submits completed and signed IPAF to nacc_ipms_forms@navy.mil . Email subject line follows this naming convention: FOUO-PS: Annual Assessment-NAVAIR-John Doe | 10/13/2015 | 10/16/2015 |
| RATING OFFICIAL PROCEDURES (for associates only) | | |
| RO completes Recognition and Rewards Notification Form; then forward copy to SRO with associate IPAF. Recommendations are not to be communicated to the associate until after the Performance Award Review Board (PARB) meets. | 10/5/2015 | 10/9/2015 |
| Once SRO reviews assessments for Critical Elements 1 & 2 and the Recognition and Rewards Notification Form; forward to appropriate NACC CM. | 10/13/2015 | 10/16/2015 |
| NACC CM notifies SRO of outstanding annual assessments. | 10/23/2015 | 10/23/2015 |
| FY2015 GS PARB. | Tentatively 11/17/2015 | Tentatively 11/17/2015 |
| Final Appraisal results communicated to associate. | 12/4/2015 | 12/4/2015 |
| REMINDER | | |
| The appraisal dates will be as follows: | | |
| Appraisal Start Date: 10/1/2014 or EOD Date if hired on/after 7/13/2014 | | |
| Appraisal End Date: 9/30/2015 | | |
| Note: Rating Official is your supervisor. Senior Rating Official is your Career Field Manager. | | |
| | 10/13/2015 | |