

GS Milestones Planner - Appraisal Year 2016		
	Due Dates	
CREATING PERFORMANCE PLAN	Begin	End
Employees are required to establish a new performance plan for 2016. *Follow the link to obtain the DON Interim Performance Appraisal Form (DON IPAF) and instructions for creating performance plan: http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx	10/1/2015	10/30/2015
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	3/14/2016	3/18/2016
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.	3/21/2016	3/25/2016
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	3/28/2016	4/1/2016
NACC CM notifies SRO of outstanding progress reviews.	4/8/2016	4/8/2016
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	9/19/2016	9/23/2016
Supervisor completes RO Assessment; then forward copy to SRO for review. NOTE: For each Critical Element indicate the appropriate Individual Element Level.	9/26/2016	9/30/2016
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.	10/3/2016	10/7/2016
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	10/11/2016	10/14/2016
RATING OFFICIAL PROCEDURES (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.	10/3/2016	10/7/2016
Once SRO reviews assessments for Critical Elements 1 & 2 and the Recognition and Rewards Notification Form; forward to appropriate NACC CM.	10/11/2016	10/14/2016
NACC CM notifies SRO of outstanding annual assessments.	10/21/2016	10/21/2016
FY2016 GS PARB.	Tentatively 11/16/16	Tentatively 11/16/16
Final Appraisal results communicated to associate.	Tentatively 12/2/16	Tentatively 12/2/16
REMINDER		
The appraisal dates will be as follows:		
Appraisal Start Date: 10/1/2015 or EOD Date if hired on/after 7/12/2015		
Appraisal End Date: 9/30/2016		
Note: Rating Official is your supervisor. Senior Rating Official is your Career Field Manager.		
	11-Jun-15	