

<b>GS Milestones Planner - Appraisal Year 2017</b>		
	<b>Due Dates</b>	
<b>CREATING PERFORMANCE PLAN</b>	Begin	End
Employees are required to establish a new performance plan for 2017. *Follow the link to obtain the DON Interim Performance Appraisal Form (DON IPAF) and instructions for creating performance plan: <a href="http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx">http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx</a>	10/1/2016	10/30/2016
<b>PROGRESS REVIEW</b>		
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: <a href="http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx">http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx</a>	3/13/2017	3/17/2017
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.	3/20/2017	3/24/2017
Senior rating official (SRO) reviews and submits the completed IPAF to: <a href="mailto:nacc_ipms_forms@navy.mil">nacc_ipms_forms@navy.mil</a> . Email subject line follows this naming convention: FOUO-PS: Progress Review-CMDNAME-John Doe	3/27/2017	3/31/2017
NACC CM notifies SRO of outstanding progress reviews.	4/7/2017	4/7/2017
<b>ANNUAL ASSESSMENT</b>		
<b>EMPLOYEE PROCEDURES</b>		
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: <a href="http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx">http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx</a>	9/18/2017	9/22/2017
Supervisor completes RO Assessment; then forward copy to SRO for review. <b>NOTE:</b> For each Critical Element indicate the appropriate Individual Element Level.	9/25/2017	9/29/2017
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.	10/2/2017	10/6/2017
After delivery, entry level employee and RO digitally sign and return to SRO for their digital signature; then submits completed and signed IPAF to <a href="mailto:nacc_ipms_forms@navy.mil">nacc_ipms_forms@navy.mil</a> . Email subject line follows this naming convention: FOUO-PS: Annual Assessment-CMDNAME-John Doe	10/10/2017	10/13/2017
<b>RATING OFFICIAL PROCEDURES (associates only)</b>		
RO completes Recognition and Rewards Notification Form; then forward copy to SRO with associate IPAF. <b>Recommendations are not to be communicated to the associate until after the Performance Award Review Board (PARB) meets.</b>	10/2/2017	10/6/2017
Once SRO reviews assessments for Critical Elements 1 & 2 and the Recognition and Rewards Notification Form; forward to appropriate NACC CM.	10/10/2017	10/13/2017
NACC CM notifies SRO of outstanding annual assessments.	10/20/2017	10/20/2017
FY2017 GS PARB.	Tentatively 11/17/17	Tentatively 11/17/17
Final Appraisal results communicated to associate.	Tentatively 12/1/17	Tentatively 12/1/17
<b>REMINDER</b>		
The appraisal dates will be as follows:		
Appraisal Start Date: <b>10/1/2016 or EOD Date if hired on/after 7/10/2016</b>		
Appraisal End Date: <b>9/30/2017</b>		
<b>Note:</b> Rating Official is your supervisor. Senior Rating Official is your Career Field Manager.		
	28-Jul-16	