

GS Milestones Planner - Appraisal Year 2014

SETTING CRITICAL ELEMENTS	Due Dates	
Employees are required to establish a new performance plan for 2014. *The most current version of the performance form is dated 11/2011. *Follow the link below to obtain a new form and instructions for setting critical elements: https://acquisition.navy.mil/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp/nadp_employees/performance_plans	10/1/2013	10/30/2013
PROGRESS REVIEW		
Defense Connect Online (DCO) on creating self-assessment. Open to all NADP Employees, CFMs and Supervisors.	Tentatively 2/26/2014	Tentatively 2/26/2014
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: https://acquisition.navy.mil/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp/nadp_employees/performance_plans	3/3/2014	3/7/2014
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.	3/10/2014	3/14/2014
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	3/17/2014	3/21/2014
NACC CM notifies SRO of outstanding progress reviews.	4/4/2014	4/4/2014
ANNUAL ASSESSMENT		
DCO on creating self-assessment. Open to all NADP employees, CFMs and supervisors.	Tentatively 9/9/2014	Tentatively 9/9/2014
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: https://acquisition.navy.mil/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp/nadp_employees/performance_plans	9/22/2014	9/26/2014
Supervisor completes RO Assessment; then forward copy to SRO for review. NOTE: For each Critical Element indicate the appropriate Individual Element Level.	9/29/2014	10/3/2014
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.	10/6/2014	10/10/2014
After delivery, entry level employee and RO digitally sign and return to SRO for their digital signature; then submits completed and signed IPAF to appropriate NACC CM.	10/14/2014	10/17/2014
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.	10/6/2014	10/10/2014
Once SRO reviews assessments for Critical Elements 1 & 2 and the Recognition and Rewards Notification Form; forward to appropriate NACC CM. NOTE: Delivery and digital signatures will be completed after results of PARB.	10/14/2014	10/17/2014
NACC CM notifies SRO of outstanding annual assessments.	10/24/2014	10/24/2014
FY2014 GS PARB.	Tentatively 11/13/2014	Tentatively 11/13/2014
Final Appraisal results communicated to associate.	12/5/2014	12/5/2014
REMINDER		
The appraisal dates will be as follows:		
Appraisal Start Date: 10/1/2013 or EOD Date if hired on/after 7/14/2013		
Appraisal End Date: 9/30/2014		
Note: Rating Official is your supervisor. Senior Rating Official is your Career Field Manager.		
9/18/2013		