




THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO : DIVISION DIRECTORS, DEPARTMENT AND PROGRAM MANAGERS
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : 
Reycita Toddy, Classification & Pay Manager
Department of Personnel Management


DATE : October 08, 2018

SUBJECT: **EPAF, SIRAF/MPBRAE SUBMISSION SCHEDULE**

Pursuant to the Navajo Nation Personnel Policies Manual and the Performance Appraisal Process Procedures every employee must receive a performance appraisal at least once a year. Accordingly supervisors are hereby reminded that Employee Performance Appraisal Forms (EPAF) must be submitted to the Department of Personnel Management (DPM) for all employees by the established deadline date. Failure to submit appraisals by the established deadline date will result in disapproval of step increase and/or disciplinary action.

Attached for your information is an updated EPAF, Step Increase and Merit Pay Bonus Recommendation/Appraisal Form Submission Schedule for rating period October 1, 2018 to September 30, 2019. The Classification and Pay Office will provide updated Employee Listing by Division and Department Showing Employment Dates Report reflecting Last Review Date (anniversary dates) upon request. Should you have any questions, please contact the DPM/Classification and Pay Office at (928) 871-7419. Thank you.

CONCURRENCE:


Dr. Sharon Begay-McCabe, HR Director

Attachment

DISTRIBUTION

PERFORMANCE APPRAISAL FORM (EPAF) AND STEP INCREASE AND MERIT PAY BONUS RECOMMENDATION/APPROVAL FORM (RAF)

SUBMISSION SCHEDULE FOR RATING PERIOD OCTOBER 1, 2018 TO SEPTEMBER 30, 2019

ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM
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11/10/2018	01/09/2019	02/08/2019	12/21/2018	02/19/2019	03/21/2019	01/31/2019	04/01/2019	05/01/2019

PERFORMANCE APPRAISAL FORM (EPAF) AND STEP INCREASE AND MERIT PAY BONUS RECOMMENDATION/APPROVAL FORM (RAF)

SUBMISSION SCHEDULE FOR RATING PERIOD OCTOBER 1, 2018 TO SEPTEMBER 30, 2019

ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM
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03/13/2019	05/12/2019	06/11/2019	04/23/2019	06/22/2019	07/22/2019	06/03/2019	08/02/2019	09/01/2019

**PERFORMANCE APPRAISAL FORM (EPAF) AND STEP INCREASE AND MERIT PAY BONUS RECOMMENDATION/APPROVAL FORM (RAF)
SUBMISSION SCHEDULE FOR RATING PERIOD OCTOBER 1, 2018 TO SEPTEMBER 30, 2019**

ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM
06/04/2019	08/03/2019	09/02/2019	07/14/2019	09/12/2019	10/12/2019	08/23/2019	10/22/2019	11/21/2019
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