




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 10, 2017

SUBJECT: **EPAF, SIRAF/MPBRA F 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, 2017 to September 30, 2018. 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, 2017 TO SEPTEMBER 30, 2018**

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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11/10/2017	01/09/2018	02/08/2018	12/21/2017	02/19/2018	03/21/2018	01/31/2018	04/01/2018	05/01/2018

**PERFORMANCE APPRAISAL FORM (EPAF) AND STEP INCREASE AND MERIT PAY BONUS RECOMMENDATION/APPROVAL FORM (RAF)  
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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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03/13/2018	05/12/2018	06/11/2018	04/23/2018	06/22/2018	07/22/2018	06/03/2018	08/02/2018	09/01/2018

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

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06/04/2018	08/03/2018	09/02/2018	07/14/2018	09/12/2018	10/12/2018	08/23/2018	10/22/2018	11/21/2018
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