




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, Delegated Human Resources Manager
Department of Personnel Management

DATE : January 12, 2017

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, 2016 to September 30, 2017. 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.

Attachment

DISTRIBUTION

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

SUBMISSION SCHEDULE FOR RATING PERIOD OCTOBER 1, 2016 TO SEPTEMBER 30, 2017

ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM
10/01/2016	11/30/2016	12/30/2016	11/11/2016	01/10/2017	02/09/2017	12/22/2016	02/20/2017	03/22/2017
10/02/2016	12/01/2016	12/31/2016	11/12/2016	01/11/2017	02/10/2017	12/23/2016	02/21/2017	03/23/2017
10/03/2016	12/02/2016	01/01/2017	11/13/2016	01/12/2017	02/11/2017	12/24/2016	02/22/2017	03/24/2017
10/04/2016	12/03/2016	01/02/2017	11/14/2016	01/13/2017	02/12/2017	12/25/2016	02/23/2017	03/25/2017
10/05/2016	12/04/2016	01/03/2017	11/15/2016	01/14/2017	02/13/2017	12/26/2016	02/24/2017	03/26/2017
10/06/2016	12/05/2016	01/04/2017	11/16/2016	01/15/2017	02/14/2017	12/27/2016	02/25/2017	03/27/2017
10/07/2016	12/06/2016	01/05/2017	11/17/2016	01/16/2017	02/15/2017	12/28/2016	02/26/2017	03/28/2017
10/08/2016	12/07/2016	01/06/2017	11/18/2016	01/17/2017	02/16/2017	12/29/2016	02/27/2017	03/29/2017
10/09/2016	12/08/2016	01/07/2017	11/19/2016	01/18/2017	02/17/2017	12/30/2016	02/28/2017	03/30/2017
10/10/2016	12/09/2016	01/08/2017	11/20/2016	01/19/2017	02/18/2017	12/31/2016	03/01/2017	03/31/2017
10/11/2016	12/10/2016	01/09/2017	11/21/2016	01/20/2017	02/19/2017	01/01/2017	03/02/2017	04/01/2017
10/12/2016	12/11/2016	01/10/2017	11/22/2016	01/21/2017	02/20/2017	01/02/2017	03/03/2017	04/02/2017
10/13/2016	12/12/2016	01/11/2017	11/23/2016	01/22/2017	02/21/2017	01/03/2017	03/04/2017	04/03/2017
10/14/2016	12/13/2016	01/12/2017	11/24/2016	01/23/2017	02/22/2017	01/04/2017	03/05/2017	04/04/2017
10/15/2016	12/14/2016	01/13/2017	11/25/2016	01/24/2017	02/23/2017	01/05/2017	03/06/2017	04/05/2017
10/16/2016	12/15/2016	01/14/2017	11/26/2016	01/25/2017	02/24/2017	01/06/2017	03/07/2017	04/06/2017
10/17/2016	12/16/2016	01/15/2017	11/27/2016	01/26/2017	02/25/2017	01/07/2017	03/08/2017	04/07/2017
10/18/2016	12/17/2016	01/16/2017	11/28/2016	01/27/2017	02/26/2017	01/08/2017	03/09/2017	04/08/2017
10/19/2016	12/18/2016	01/17/2017	11/29/2016	01/28/2017	02/27/2017	01/09/2017	03/10/2017	04/09/2017
10/20/2016	12/19/2016	01/18/2017	11/30/2016	01/29/2017	02/28/2017	01/10/2017	03/11/2017	04/10/2017
10/21/2016	12/20/2016	01/19/2017	12/01/2016	01/30/2017	03/01/2017	01/11/2017	03/12/2017	04/11/2017
10/22/2016	12/21/2016	01/20/2017	12/02/2016	01/31/2017	03/02/2017	01/12/2017	03/13/2017	04/12/2017
10/23/2016	12/22/2016	01/21/2017	12/03/2016	02/01/2017	03/03/2017	01/13/2017	03/14/2017	04/13/2017
10/24/2016	12/23/2016	01/22/2017	12/04/2016	02/02/2017	03/04/2017	01/14/2017	03/15/2017	04/14/2017
10/25/2016	12/24/2016	01/23/2017	12/05/2016	02/03/2017	03/05/2017	01/15/2017	03/16/2017	04/15/2017
10/26/2016	12/25/2016	01/24/2017	12/06/2016	02/04/2017	03/06/2017	01/16/2017	03/17/2017	04/16/2017
10/27/2016	12/26/2016	01/25/2017	12/07/2016	02/05/2017	03/07/2017	01/17/2017	03/18/2017	04/17/2017
10/28/2016	12/27/2016	01/26/2017	12/08/2016	02/06/2017	03/08/2017	01/18/2017	03/19/2017	04/18/2017
10/29/2016	12/28/2016	01/27/2017	12/09/2016	02/07/2017	03/09/2017	01/19/2017	03/20/2017	04/19/2017
10/30/2016	12/29/2016	01/28/2017	12/10/2016	02/08/2017	03/10/2017	01/20/2017	03/21/2017	04/20/2017
10/31/2016	12/30/2016	01/29/2017	12/11/2016	02/09/2017	03/11/2017	01/21/2017	03/22/2017	04/21/2017
11/01/2016	12/31/2016	01/30/2017	12/12/2016	02/10/2017	03/12/2017	01/22/2017	03/23/2017	04/22/2017
11/02/2016	01/01/2017	01/31/2017	12/13/2016	02/11/2017	03/13/2017	01/23/2017	03/24/2017	04/23/2017
11/03/2016	01/02/2017	02/01/2017	12/14/2016	02/12/2017	03/14/2017	01/24/2017	03/25/2017	04/24/2017
11/04/2016	01/03/2017	02/02/2017	12/15/2016	02/13/2017	03/15/2017	01/25/2017	03/26/2017	04/25/2017
11/05/2016	01/04/2017	02/03/2017	12/16/2016	02/14/2017	03/16/2017	01/26/2017	03/27/2017	04/26/2017
11/06/2016	01/05/2017	02/04/2017	12/17/2016	02/15/2017	03/17/2017	01/27/2017	03/28/2017	04/27/2017
11/07/2016	01/06/2017	02/05/2017	12/18/2016	02/16/2017	03/18/2017	01/28/2017	03/29/2017	04/28/2017
11/08/2016	01/07/2017	02/06/2017	12/19/2016	02/17/2017	03/19/2017	01/29/2017	03/30/2017	04/29/2017
11/09/2016	01/08/2017	02/07/2017	12/20/2016	02/18/2017	03/20/2017	01/30/2017	03/31/2017	04/30/2017
11/10/2016	01/09/2017	02/08/2017	12/21/2016	02/19/2017	03/21/2017	01/31/2017	04/01/2017	05/01/2017

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

SUBMISSION SCHEDULE FOR RATING PERIOD OCTOBER 1, 2016 TO SEPTEMBER 30, 2017

ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM
02/01/2017	04/02/2017	05/02/2017	03/14/2017	05/13/2017	06/12/2017	04/24/2017	06/23/2017	07/23/2017
02/02/2017	04/03/2017	05/03/2017	03/15/2017	05/14/2017	06/13/2017	04/25/2017	06/24/2017	07/24/2017
02/03/2017	04/04/2017	05/04/2017	03/16/2017	05/15/2017	06/14/2017	04/26/2017	06/25/2017	07/25/2017
02/04/2017	04/05/2017	05/05/2017	03/17/2017	05/16/2017	06/15/2017	04/27/2017	06/26/2017	07/26/2017
02/05/2017	04/06/2017	05/06/2017	03/18/2017	05/17/2017	06/16/2017	04/28/2017	06/27/2017	07/27/2017
02/06/2017	04/07/2017	05/07/2017	03/19/2017	05/18/2017	06/17/2017	04/29/2017	06/28/2017	07/28/2017
02/07/2017	04/08/2017	05/08/2017	03/20/2017	05/19/2017	06/18/2017	04/30/2017	06/29/2017	07/29/2017
02/08/2017	04/09/2017	05/09/2017	03/21/2017	05/20/2017	06/19/2017	05/01/2017	06/30/2017	07/30/2017
02/09/2017	04/10/2017	05/10/2017	03/22/2017	05/21/2017	06/20/2017	05/02/2017	07/01/2017	07/31/2017
02/10/2017	04/11/2017	05/11/2017	03/23/2017	05/22/2017	06/21/2017	05/03/2017	07/02/2017	08/01/2017
02/11/2017	04/12/2017	05/12/2017	03/24/2017	05/23/2017	06/22/2017	05/04/2017	07/03/2017	08/02/2017
02/12/2017	04/13/2017	05/13/2017	03/25/2017	05/24/2017	06/23/2017	05/05/2017	07/04/2017	08/03/2017
02/13/2017	04/14/2017	05/14/2017	03/26/2017	05/25/2017	06/24/2017	05/06/2017	07/05/2017	08/04/2017
02/14/2017	04/15/2017	05/15/2017	03/27/2017	05/26/2017	06/25/2017	05/07/2017	07/06/2017	08/05/2017
02/15/2017	04/16/2017	05/16/2017	03/28/2017	05/27/2017	06/26/2017	05/08/2017	07/07/2017	08/06/2017
02/16/2017	04/17/2017	05/17/2017	03/29/2017	05/28/2017	06/27/2017	05/09/2017	07/08/2017	08/07/2017
02/17/2017	04/18/2017	05/18/2017	03/30/2017	05/29/2017	06/28/2017	05/10/2017	07/09/2017	08/08/2017
02/18/2017	04/19/2017	05/19/2017	03/31/2017	05/30/2017	06/29/2017	05/11/2017	07/10/2017	08/09/2017
02/19/2017	04/20/2017	05/20/2017	04/01/2017	05/31/2017	06/30/2017	05/12/2017	07/11/2017	08/10/2017
02/20/2017	04/21/2017	05/21/2017	04/02/2017	06/01/2017	07/01/2017	05/13/2017	07/12/2017	08/11/2017
02/21/2017	04/22/2017	05/22/2017	04/03/2017	06/02/2017	07/02/2017	05/14/2017	07/13/2017	08/12/2017
02/22/2017	04/23/2017	05/23/2017	04/04/2017	06/03/2017	07/03/2017	05/15/2017	07/14/2017	08/13/2017
02/23/2017	04/24/2017	05/24/2017	04/05/2017	06/04/2017	07/04/2017	05/16/2017	07/15/2017	08/14/2017
02/24/2017	04/25/2017	05/25/2017	04/06/2017	06/05/2017	07/05/2017	05/17/2017	07/16/2017	08/15/2017
02/25/2017	04/26/2017	05/26/2017	04/07/2017	06/06/2017	07/06/2017	05/18/2017	07/17/2017	08/16/2017
02/26/2017	04/27/2017	05/27/2017	04/08/2017	06/07/2017	07/07/2017	05/19/2017	07/18/2017	08/17/2017
02/27/2017	04/28/2017	05/28/2017	04/09/2017	06/08/2017	07/08/2017	05/20/2017	07/19/2017	08/18/2017
02/28/2017	04/29/2017	05/29/2017	04/10/2017	06/09/2017	07/09/2017	05/21/2017	07/20/2017	08/19/2017
03/01/2017	04/30/2017	05/30/2017	04/11/2017	06/10/2017	07/10/2017	05/22/2017	07/21/2017	08/20/2017
03/02/2017	05/01/2017	05/31/2017	04/12/2017	06/11/2017	07/11/2017	05/23/2017	07/22/2017	08/21/2017
03/03/2017	05/02/2017	06/01/2017	04/13/2017	06/12/2017	07/12/2017	05/24/2017	07/23/2017	08/22/2017
03/04/2017	05/03/2017	06/02/2017	04/14/2017	06/13/2017	07/13/2017	05/25/2017	07/24/2017	08/23/2017
03/05/2017	05/04/2017	06/03/2017	04/15/2017	06/14/2017	07/14/2017	05/26/2017	07/25/2017	08/24/2017
03/06/2017	05/05/2017	06/04/2017	04/16/2017	06/15/2017	07/15/2017	05/27/2017	07/26/2017	08/25/2017
03/07/2017	05/06/2017	06/05/2017	04/17/2017	06/16/2017	07/16/2017	05/28/2017	07/27/2017	08/26/2017
03/08/2017	05/07/2017	06/06/2017	04/18/2017	06/17/2017	07/17/2017	05/29/2017	07/28/2017	08/27/2017
03/09/2017	05/08/2017	06/07/2017	04/19/2017	06/18/2017	07/18/2017	05/30/2017	07/29/2017	08/28/2017
03/10/2017	05/09/2017	06/08/2017	04/20/2017	06/19/2017	07/19/2017	05/31/2017	07/30/2017	08/29/2017
03/11/2017	05/10/2017	06/09/2017	04/21/2017	06/20/2017	07/20/2017	06/01/2017	07/31/2017	08/30/2017
03/12/2017	05/11/2017	06/10/2017	04/22/2017	06/21/2017	07/21/2017	06/02/2017	08/01/2017	08/31/2017
03/13/2017	05/12/2017	06/11/2017	04/23/2017	06/22/2017	07/22/2017	06/03/2017	08/02/2017	09/01/2017

**PERFORMANCE APPRAISAL FORM (EPAF) AND STEP INCREASE AND MERIT PAY BONUS RECOMMENDATION/APPROVAL FORM (RAF)
SUBMISSION SCHEDULE FOR RATING PERIOD OCTOBER 1, 2016 TO SEPTEMBER 30, 2017**

ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM
06/04/2017	08/03/2017	09/02/2017	07/14/2017	09/12/2017	10/12/2017	08/23/2017	10/22/2017	11/21/2017
06/05/2017	08/04/2017	09/03/2017	07/15/2017	09/13/2017	10/13/2017	08/24/2017	10/23/2017	11/22/2017
06/06/2017	08/05/2017	09/04/2017	07/16/2017	09/14/2017	10/14/2017	08/25/2017	10/24/2017	11/23/2017
06/07/2017	08/06/2017	09/05/2017	07/17/2017	09/15/2017	10/15/2017	08/26/2017	10/25/2017	11/24/2017
06/08/2017	08/07/2017	09/06/2017	07/18/2017	09/16/2017	10/16/2017	08/27/2017	10/26/2017	11/25/2017
06/09/2017	08/08/2017	09/07/2017	07/19/2017	09/17/2017	10/17/2017	08/28/2017	10/27/2017	11/26/2017
06/10/2017	08/09/2017	09/08/2017	07/20/2017	09/18/2017	10/18/2017	08/29/2017	10/28/2017	11/27/2017
06/11/2017	08/10/2017	09/09/2017	07/21/2017	09/19/2017	10/19/2017	08/30/2017	10/29/2017	11/28/2017
06/12/2017	08/11/2017	09/10/2017	07/22/2017	09/20/2017	10/20/2017	08/31/2017	10/30/2017	11/29/2017
06/13/2017	08/12/2017	09/11/2017	07/23/2017	09/21/2017	10/21/2017	09/01/2017	10/31/2017	11/30/2017
06/14/2017	08/13/2017	09/12/2017	07/24/2017	09/22/2017	10/22/2017	09/02/2017	11/01/2017	12/01/2017
06/15/2017	08/14/2017	09/13/2017	07/25/2017	09/23/2017	10/23/2017	09/03/2017	11/02/2017	12/02/2017
06/16/2017	08/15/2017	09/14/2017	07/26/2017	09/24/2017	10/24/2017	09/04/2017	11/03/2017	12/03/2017
06/17/2017	08/16/2017	09/15/2017	07/27/2017	09/25/2017	10/25/2017	09/05/2017	11/04/2017	12/04/2017
06/18/2017	08/17/2017	09/16/2017	07/28/2017	09/26/2017	10/26/2017	09/06/2017	11/05/2017	12/05/2017
06/19/2017	08/18/2017	09/17/2017	07/29/2017	09/27/2017	10/27/2017	09/07/2017	11/06/2017	12/06/2017
06/20/2017	08/19/2017	09/18/2017	07/30/2017	09/28/2017	10/28/2017	09/08/2017	11/07/2017	12/07/2017
06/21/2017	08/20/2017	09/19/2017	07/31/2017	09/29/2017	10/29/2017	09/09/2017	11/08/2017	12/08/2017
06/22/2017	08/21/2017	09/20/2017	08/01/2017	09/30/2017	10/30/2017	09/10/2017	11/09/2017	12/09/2017
06/23/2017	08/22/2017	09/21/2017	08/02/2017	10/01/2017	10/31/2017	09/11/2017	11/10/2017	12/10/2017
06/24/2017	08/23/2017	09/22/2017	08/03/2017	10/02/2017	11/01/2017	09/12/2017	11/11/2017	12/11/2017
06/25/2017	08/24/2017	09/23/2017	08/04/2017	10/03/2017	11/02/2017	09/13/2017	11/12/2017	12/12/2017
06/26/2017	08/25/2017	09/24/2017	08/05/2017	10/04/2017	11/03/2017	09/14/2017	11/13/2017	12/13/2017
06/27/2017	08/26/2017	09/25/2017	08/06/2017	10/05/2017	11/04/2017	09/15/2017	11/14/2017	12/14/2017
06/28/2017	08/27/2017	09/26/2017	08/07/2017	10/06/2017	11/05/2017	09/16/2017	11/15/2017	12/15/2017
06/29/2017	08/28/2017	09/27/2017	08/08/2017	10/07/2017	11/06/2017	09/17/2017	11/16/2017	12/16/2017
06/30/2017	08/29/2017	09/28/2017	08/09/2017	10/08/2017	11/07/2017	09/18/2017	11/17/2017	12/17/2017
07/01/2017	08/30/2017	09/29/2017	08/10/2017	10/09/2017	11/08/2017	09/19/2017	11/18/2017	12/18/2017
07/02/2017	08/31/2017	09/30/2017	08/11/2017	10/10/2017	11/09/2017	09/20/2017	11/19/2017	12/19/2017
07/03/2017	09/01/2017	10/01/2017	08/12/2017	10/11/2017	11/10/2017	09/21/2017	11/20/2017	12/20/2017
07/04/2017	09/02/2017	10/02/2017	08/13/2017	10/12/2017	11/11/2017	09/22/2017	11/21/2017	12/21/2017
07/05/2017	09/03/2017	10/03/2017	08/14/2017	10/13/2017	11/12/2017	09/23/2017	11/22/2017	12/22/2017
07/06/2017	09/04/2017	10/04/2017	08/15/2017	10/14/2017	11/13/2017	09/24/2017	11/23/2017	12/23/2017
07/07/2017	09/05/2017	10/05/2017	08/16/2017	10/15/2017	11/14/2017	09/25/2017	11/24/2017	12/24/2017
07/08/2017	09/06/2017	10/06/2017	08/17/2017	10/16/2017	11/15/2017	09/26/2017	11/25/2017	12/25/2017
07/09/2017	09/07/2017	10/07/2017	08/18/2017	10/17/2017	11/16/2017	09/27/2017	11/26/2017	12/26/2017
07/10/2017	09/08/2017	10/08/2017	08/19/2017	10/18/2017	11/17/2017	09/28/2017	11/27/2017	12/27/2017
07/11/2017	09/09/2017	10/09/2017	08/20/2017	10/19/2017	11/18/2017	09/29/2017	11/28/2017	12/28/2017
07/12/2017	09/10/2017	10/10/2017	08/21/2017	10/20/2017	11/19/2017	09/30/2017	11/29/2017	12/29/2017
07/13/2017	09/11/2017	10/11/2017	08/22/2017	10/21/2017	11/20/2017	10/01/2017	11/30/2017	12/30/2017