



MEMORANDUM

TO : Division/Executive Directors and Department/Program Managers  
 Navajo Nation Executive and Legislative Branches

FROM : *Serenity Negale*  
 Serenity Negale, (D) HR Classification & Pay Mgr.  
 DHR | Department of Personnel Management

DATE : October 14, 2024

SUBJECT : **Fiscal Year 2025 – Employee Performance Appraisal Form and Step Increase/Merit Pay Bonus Recommendation Submission Schedule**

Pursuant to the Navajo Nation Personnel Policies Manual (NNPPM) 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. The EPAF deadline date is based on an employee’s anniversary date which is October 1<sup>st</sup>, the date of hire, or date of their last salary increase whichever is the latter. The rating period is a twelve-month period commencing on the employee's anniversary date and each year thereafter. The deadline date for submitting the EPAF is 60 calendar days after the anniversary date; and the deadline for submitting a Step Increase or Merit Pay Bonus Recommendation/Approval Form is 90 days after the anniversary date. Failure to submit appraisals by the established deadline date will result in the disapproval of step increase, merit pay bonus and/or disciplinary action. If a due date falls on a non-workday, the form is due on the following workday.

Attached is the updated FY 2025 EPAF, Step Increase and Merit Pay Bonus Recommendation/Approval Form Submission Schedule for rating period October 1, 2024, to September 30, 2025. The Classification & Pay Section will provide updated Employee Listing by Division and Department Showing Employment Dates Report reflecting the Last Review Date (anniversary dates) upon request. Should you have any questions, please contact the DPM/Classification & Pay Section at (928) 871-6332 or (928) 871-7591.

CONCURRENCE:

*Charlotte Bigthumb*  
 Charlotte Bigthumb, Human Resources Director  
 Department of Personnel Management

CC: Distribution

## Employee Performance Appraisal, Step Increase Recommendation and Merit Pay Bonus Recommendation Submission Schedule

Rating Period: October 1, 2024 - September 30, 2025

October 2024			November 2024			December 2024			January 2025		
Anniversary Date	EPAF DPM Due Date	SIRAF/MPBRAFF DPM Due Date	Anniversary Date	EPAF DPM Due Date	SIRAF/MPBRAFF DPM Due Date	Anniversary Date	EPAF DPM Due Date	SIRAF/MPBRAFF DPM Due Date	Anniversary Date	EPAF DPM Due Date	SIRAF/MPBRAFF DPM Due Date
10/01/2024	11/30/2024	12/30/2024	11/01/2024	12/31/2024	01/30/2025	12/01/2024	01/30/2025	03/01/2025	01/01/2025	03/02/2025	04/01/2025
10/02/2024	12/01/2024	12/31/2024	11/02/2024	01/01/2025	01/31/2025	12/02/2024	01/31/2025	03/02/2025	01/02/2025	03/03/2025	04/02/2025
10/03/2024	12/02/2024	01/01/2025	11/03/2024	01/02/2025	02/01/2025	12/03/2024	02/01/2025	03/03/2025	01/03/2025	03/04/2025	04/03/2025
10/04/2024	12/03/2024	01/02/2025	11/04/2024	01/03/2025	02/02/2025	12/04/2024	02/02/2025	03/04/2025	01/04/2025	03/05/2025	04/04/2025
10/05/2024	12/04/2024	01/03/2025	11/05/2024	01/04/2025	02/03/2025	12/05/2024	02/03/2025	03/05/2025	01/05/2025	03/06/2025	04/05/2025
10/06/2024	12/05/2024	01/04/2025	11/06/2024	01/05/2025	02/04/2025	12/06/2024	02/04/2025	03/06/2025	01/06/2025	03/07/2025	04/06/2025
10/07/2024	12/06/2024	01/05/2025	11/07/2024	01/06/2025	02/05/2025	12/07/2024	02/05/2025	03/07/2025	01/07/2025	03/08/2025	04/07/2025
10/08/2024	12/07/2024	01/06/2025	11/08/2024	01/07/2025	02/06/2025	12/08/2024	02/06/2025	03/08/2025	01/08/2025	03/09/2025	04/08/2025
10/09/2024	12/08/2024	01/07/2025	11/09/2024	01/08/2025	02/07/2025	12/09/2024	02/07/2025	03/09/2025	01/09/2025	03/10/2025	04/09/2025
10/10/2024	12/09/2024	01/08/2025	11/10/2024	01/09/2025	02/08/2025	12/10/2024	02/08/2025	03/10/2025	01/10/2025	03/11/2025	04/10/2025
10/11/2024	12/10/2024	01/09/2025	11/11/2024	01/10/2025	02/09/2025	12/11/2024	02/09/2025	03/11/2025	01/11/2025	03/12/2025	04/11/2025
10/12/2024	12/11/2024	01/10/2025	11/12/2024	01/11/2025	02/10/2025	12/12/2024	02/10/2025	03/12/2025	01/12/2025	03/13/2025	04/12/2025
10/13/2024	12/12/2024	01/11/2025	11/13/2024	01/12/2025	02/11/2025	12/13/2024	02/11/2025	03/13/2025	01/13/2025	03/14/2025	04/13/2025
10/14/2024	12/13/2024	01/12/2025	11/14/2024	01/13/2025	02/12/2025	12/14/2024	02/12/2025	03/14/2025	01/14/2025	03/15/2025	04/14/2025
10/15/2024	12/14/2024	01/13/2025	11/15/2024	01/14/2025	02/13/2025	12/15/2024	02/13/2025	03/15/2025	01/15/2025	03/16/2025	04/15/2025
10/16/2024	12/15/2024	01/14/2025	11/16/2024	01/15/2025	02/14/2025	12/16/2024	02/14/2025	03/16/2025	01/16/2025	03/17/2025	04/16/2025
10/17/2024	12/16/2024	01/15/2025	11/17/2024	01/16/2025	02/15/2025	12/17/2024	02/15/2025	03/17/2025	01/17/2025	03/18/2025	04/17/2025
10/18/2024	12/17/2024	01/16/2025	11/18/2024	01/17/2025	02/16/2025	12/18/2024	02/16/2025	03/18/2025	01/18/2025	03/19/2025	04/18/2025
10/19/2024	12/18/2024	01/17/2025	11/19/2024	01/18/2025	02/17/2025	12/19/2024	02/17/2025	03/19/2025	01/19/2025	03/20/2025	04/19/2025
10/20/2024	12/19/2024	01/18/2025	11/20/2024	01/19/2025	02/18/2025	12/20/2024	02/18/2025	03/20/2025	01/20/2025	03/21/2025	04/20/2025
10/21/2024	12/20/2024	01/19/2025	11/21/2024	01/20/2025	02/19/2025	12/21/2024	02/19/2025	03/21/2025	01/21/2025	03/22/2025	04/21/2025
10/22/2024	12/21/2024	01/20/2025	11/22/2024	01/21/2025	02/20/2025	12/22/2024	02/20/2025	03/22/2025	01/22/2025	03/23/2025	04/22/2025
10/23/2024	12/22/2024	01/21/2025	11/23/2024	01/22/2025	02/21/2025	12/23/2024	02/21/2025	03/23/2025	01/23/2025	03/24/2025	04/23/2025
10/24/2024	12/23/2024	01/22/2025	11/24/2024	01/23/2025	02/22/2025	12/24/2024	02/22/2025	03/24/2025	01/24/2025	03/25/2025	04/24/2025
10/25/2024	12/24/2024	01/23/2025	11/25/2024	01/24/2025	02/23/2025	12/25/2024	02/23/2025	03/25/2025	01/25/2025	03/26/2025	04/25/2025
10/26/2024	12/25/2024	01/24/2025	11/26/2024	01/25/2025	02/24/2025	12/26/2024	02/24/2025	03/26/2025	01/26/2025	03/27/2025	04/26/2025
10/27/2024	12/26/2024	01/25/2025	11/27/2024	01/26/2025	02/25/2025	12/27/2024	02/25/2025	03/27/2025	01/27/2025	03/28/2025	04/27/2025
10/28/2024	12/27/2024	01/26/2025	11/28/2024	01/27/2025	02/26/2025	12/28/2024	02/26/2025	03/28/2025	01/28/2025	03/29/2025	04/28/2025
10/29/2024	12/28/2024	01/27/2025	11/29/2024	01/28/2025	02/27/2025	12/29/2024	02/27/2025	03/29/2025	01/29/2025	03/30/2025	04/29/2025
10/30/2024	12/29/2024	01/28/2025	11/30/2024	01/29/2025	02/28/2025	12/30/2024	02/28/2025	03/30/2025	01/30/2025	03/31/2025	04/30/2025
10/31/2024	12/30/2024	01/29/2025				12/31/2024	03/01/2025	03/31/2025	01/31/2025	04/01/2025	05/01/2025

EPAF - Employee Performance Appraisal Form

SIRAF - Step Increase Recommendation and Approval Form

MPBRAFF - Merit Pay Bonus Recommendation and Approval Form

## Employee Performance Appraisal, Step Increase Recommendation and Merit Pay Bonus Recommendation Submission Schedule

Rating Period: October 1, 2024 - September 30, 2025

February 2025		
Anniversary Date	EPAF DPM Due Date	SIRAF/MPBRAFF DPM Due Date
02/01/2025	04/02/2025	05/02/2025
02/02/2025	04/03/2025	05/03/2025
02/03/2025	04/04/2025	05/04/2025
02/04/2025	04/05/2025	05/05/2025
02/05/2025	04/06/2025	05/06/2025
02/06/2025	04/07/2025	05/07/2025
02/07/2025	04/08/2025	05/08/2025
02/08/2025	04/09/2025	05/09/2025
02/09/2025	04/10/2025	05/10/2025
02/10/2025	04/11/2025	05/11/2025
02/11/2025	04/12/2025	05/12/2025
02/12/2025	04/13/2025	05/13/2025
02/13/2025	04/14/2025	05/14/2025
02/14/2025	04/15/2025	05/15/2025
02/15/2025	04/16/2025	05/16/2025
02/16/2025	04/17/2025	05/17/2025
02/17/2025	04/18/2025	05/18/2025
02/18/2025	04/19/2025	05/19/2025
02/19/2025	04/20/2025	05/20/2025
02/20/2025	04/21/2025	05/21/2025
02/21/2025	04/22/2025	05/22/2025
02/22/2025	04/23/2025	05/23/2025
02/23/2025	04/24/2025	05/24/2025
02/24/2025	04/25/2025	05/25/2025
02/25/2025	04/26/2025	05/26/2025
02/26/2025	04/27/2025	05/27/2025
02/27/2025	04/28/2025	05/28/2025
02/28/2025	04/29/2025	05/29/2025

March 2025		
Anniversary Date	EPAF DPM Due Date	SIRAF/MPBRAFF DPM Due Date
03/01/2025	04/30/2025	05/30/2025
03/02/2025	05/01/2025	05/31/2025
03/03/2025	05/02/2025	06/01/2025
03/04/2025	05/03/2025	06/02/2025
03/05/2025	05/04/2025	06/03/2025
03/06/2025	05/05/2025	06/04/2025
03/07/2025	05/06/2025	06/05/2025
03/08/2025	05/07/2025	06/06/2025
03/09/2025	05/08/2025	06/07/2025
03/10/2025	05/09/2025	06/08/2025
03/11/2025	05/10/2025	06/09/2025
03/12/2025	05/11/2025	06/10/2025
03/13/2025	05/12/2025	06/11/2025
03/14/2025	05/13/2025	06/12/2025
03/15/2025	05/14/2025	06/13/2025
03/16/2025	05/15/2025	06/14/2025
03/17/2025	05/16/2025	06/15/2025
03/18/2025	05/17/2025	06/16/2025
03/19/2025	05/18/2025	06/17/2025
03/20/2025	05/19/2025	06/18/2025
03/21/2025	05/20/2025	06/19/2025
03/22/2025	05/21/2025	06/20/2025
03/23/2025	05/22/2025	06/21/2025
03/24/2025	05/23/2025	06/22/2025
03/25/2025	05/24/2025	06/23/2025
03/26/2025	05/25/2025	06/24/2025
03/27/2025	05/26/2025	06/25/2025
03/28/2025	05/27/2025	06/26/2025
03/29/2025	05/28/2025	06/27/2025
03/30/2025	05/29/2025	06/28/2025
03/31/2025	05/30/2025	06/29/2025

April 2025		
Anniversary Date	EPAF DPM Due Date	SIRAF/MPBRAFF DPM Due Date
04/01/2025	05/31/2025	06/30/2025
04/02/2025	06/01/2025	07/01/2025
04/03/2025	06/02/2025	07/02/2025
04/04/2025	06/03/2025	07/03/2025
04/05/2025	06/04/2025	07/04/2025
04/06/2025	06/05/2025	07/05/2025
04/07/2025	06/06/2025	07/06/2025
04/08/2025	06/07/2025	07/07/2025
04/09/2025	06/08/2025	07/08/2025
04/10/2025	06/09/2025	07/09/2025
04/11/2025	06/10/2025	07/10/2025
04/12/2025	06/11/2025	07/11/2025
04/13/2025	06/12/2025	07/12/2025
04/14/2025	06/13/2025	07/13/2025
04/15/2025	06/14/2025	07/14/2025
04/16/2025	06/15/2025	07/15/2025
04/17/2025	06/16/2025	07/16/2025
04/18/2025	06/17/2025	07/17/2025
04/19/2025	06/18/2025	07/18/2025
04/20/2025	06/19/2025	07/19/2025
04/21/2025	06/20/2025	07/20/2025
04/22/2025	06/21/2025	07/21/2025
04/23/2025	06/22/2025	07/22/2025
04/24/2025	06/23/2025	07/23/2025
04/25/2025	06/24/2025	07/24/2025
04/26/2025	06/25/2025	07/25/2025
04/27/2025	06/26/2025	07/26/2025
04/28/2025	06/27/2025	07/27/2025
04/29/2025	06/28/2025	07/28/2025
04/30/2025	06/29/2025	07/29/2025

May 2025		
Anniversary Date	EPAF DPM Due Date	SIRAF/MPBRAFF DPM Due Date
05/01/2025	06/30/2025	07/30/2025
05/02/2025	07/01/2025	07/31/2025
05/03/2025	07/02/2025	08/01/2025
05/04/2025	07/03/2025	08/02/2025
05/05/2025	07/04/2025	08/03/2025
05/06/2025	07/05/2025	08/04/2025
05/07/2025	07/06/2025	08/05/2025
05/08/2025	07/07/2025	08/06/2025
05/09/2025	07/08/2025	08/07/2025
05/10/2025	07/09/2025	08/08/2025
05/11/2025	07/10/2025	08/09/2025
05/12/2025	07/11/2025	08/10/2025
05/13/2025	07/12/2025	08/11/2025
05/14/2025	07/13/2025	08/12/2025
05/15/2025	07/14/2025	08/13/2025
05/16/2025	07/15/2025	08/14/2025
05/17/2025	07/16/2025	08/15/2025
05/18/2025	07/17/2025	08/16/2025
05/19/2025	07/18/2025	08/17/2025
05/20/2025	07/19/2025	08/18/2025
05/21/2025	07/20/2025	08/19/2025
05/22/2025	07/21/2025	08/20/2025
05/23/2025	07/22/2025	08/21/2025
05/24/2025	07/23/2025	08/22/2025
05/25/2025	07/24/2025	08/23/2025
05/26/2025	07/25/2025	08/24/2025
05/27/2025	07/26/2025	08/25/2025
05/28/2025	07/27/2025	08/26/2025
05/29/2025	07/28/2025	08/27/2025
05/30/2025	07/29/2025	08/28/2025
05/31/2025	07/30/2025	08/29/2025

EPAF - Employee Performance Appraisal Form

SIRAF - Step Increase Recommendation and Approval Form

MPBRAFF - Merit Pay Bonus Recommendation and Approval Form

## Employee Performance Appraisal, Step Increase Recommendation and Merit Pay Bonus Recommendation Submission Schedule

Rating Period: October 1, 2024 - September 30, 2025

June 2025		
Anniversary Date	EPAF DPM Due Date	SIRAF/MPBRAFDPM Due Date
06/01/2025	07/31/2025	08/30/2025
06/02/2025	08/01/2025	08/31/2025
06/03/2025	08/02/2025	09/01/2025
06/04/2025	08/03/2025	09/02/2025
06/05/2025	08/04/2025	09/03/2025
06/06/2025	08/05/2025	09/04/2025
06/07/2025	08/06/2025	09/05/2025
06/08/2025	08/07/2025	09/06/2025
06/09/2025	08/08/2025	09/07/2025
06/10/2025	08/09/2025	09/08/2025
06/11/2025	08/10/2025	09/09/2025
06/12/2025	08/11/2025	09/10/2025
06/13/2025	08/12/2025	09/11/2025
06/14/2025	08/13/2025	09/12/2025
06/15/2025	08/14/2025	09/13/2025
06/16/2025	08/15/2025	09/14/2025
06/17/2025	08/16/2025	09/15/2025
06/18/2025	08/17/2025	09/16/2025
06/19/2025	08/18/2025	09/17/2025
06/20/2025	08/19/2025	09/18/2025
06/21/2025	08/20/2025	09/19/2025
06/22/2025	08/21/2025	09/20/2025
06/23/2025	08/22/2025	09/21/2025
06/24/2025	08/23/2025	09/22/2025
06/25/2025	08/24/2025	09/23/2025
06/26/2025	08/25/2025	09/24/2025
06/27/2025	08/26/2025	09/25/2025
06/28/2025	08/27/2025	09/26/2025
06/29/2025	08/28/2025	09/27/2025
06/30/2025	08/29/2025	09/28/2025

July 2025		
Anniversary Date	EPAF DPM Due Date	SIRAF/MPBRAFDPM Due Date
07/01/2025	08/30/2025	09/29/2025
07/02/2025	08/31/2025	09/30/2025
07/03/2025	09/01/2025	10/01/2025
07/04/2025	09/02/2025	10/02/2025
07/05/2025	09/03/2025	10/03/2025
07/06/2025	09/04/2025	10/04/2025
07/07/2025	09/05/2025	10/05/2025
07/08/2025	09/06/2025	10/06/2025
07/09/2025	09/07/2025	10/07/2025
07/10/2025	09/08/2025	10/08/2025
07/11/2025	09/09/2025	10/09/2025
07/12/2025	09/10/2025	10/10/2025
07/13/2025	09/11/2025	10/11/2025
07/14/2025	09/12/2025	10/12/2025
07/15/2025	09/13/2025	10/13/2025
07/16/2025	09/14/2025	10/14/2025
07/17/2025	09/15/2025	10/15/2025
07/18/2025	09/16/2025	10/16/2025
07/19/2025	09/17/2025	10/17/2025
07/20/2025	09/18/2025	10/18/2025
07/21/2025	09/19/2025	10/19/2025
07/22/2025	09/20/2025	10/20/2025
07/23/2025	09/21/2025	10/21/2025
07/24/2025	09/22/2025	10/22/2025
07/25/2025	09/23/2025	10/23/2025
07/26/2025	09/24/2025	10/24/2025
07/27/2025	09/25/2025	10/25/2025
07/28/2025	09/26/2025	10/26/2025
07/29/2025	09/27/2025	10/27/2025
07/30/2025	09/28/2025	10/28/2025
07/31/2025	09/29/2025	10/29/2025

August 2025		
Anniversary Date	EPAF DPM Due Date	SIRAF/MPBRAFDPM Due Date
08/01/2025	09/30/2025	10/30/2025
08/02/2025	10/01/2025	10/31/2025
08/03/2025	10/02/2025	11/01/2025
08/04/2025	10/03/2025	11/02/2025
08/05/2025	10/04/2025	11/03/2025
08/06/2025	10/05/2025	11/04/2025
08/07/2025	10/06/2025	11/05/2025
08/08/2025	10/07/2025	11/06/2025
08/09/2025	10/08/2025	11/07/2025
08/10/2025	10/09/2025	11/08/2025
08/11/2025	10/10/2025	11/09/2025
08/12/2025	10/11/2025	11/10/2025
08/13/2025	10/12/2025	11/11/2025
08/14/2025	10/13/2025	11/12/2025
08/15/2025	10/14/2025	11/13/2025
08/16/2025	10/15/2025	11/14/2025
08/17/2025	10/16/2025	11/15/2025
08/18/2025	10/17/2025	11/16/2025
08/19/2025	10/18/2025	11/17/2025
08/20/2025	10/19/2025	11/18/2025
08/21/2025	10/20/2025	11/19/2025
08/22/2025	10/21/2025	11/20/2025
08/23/2025	10/22/2025	11/21/2025
08/24/2025	10/23/2025	11/22/2025
08/25/2025	10/24/2025	11/23/2025
08/26/2025	10/25/2025	11/24/2025
08/27/2025	10/26/2025	11/25/2025
08/28/2025	10/27/2025	11/26/2025
08/29/2025	10/28/2025	11/27/2025
08/30/2025	10/29/2025	11/28/2025
08/31/2025	10/30/2025	11/29/2025

September 2025		
Anniversary Date	EPAF DPM Due Date	SIRAF/MPBRAFDPM Due Date
09/01/2025	10/31/2025	11/30/2025
09/02/2025	11/01/2025	12/01/2025
09/03/2025	11/02/2025	12/02/2025
09/04/2025	11/03/2025	12/03/2025
09/05/2025	11/04/2025	12/04/2025
09/06/2025	11/05/2025	12/05/2025
09/07/2025	11/06/2025	12/06/2025
09/08/2025	11/07/2025	12/07/2025
09/09/2025	11/08/2025	12/08/2025
09/10/2025	11/09/2025	12/09/2025
09/11/2025	11/10/2025	12/10/2025
09/12/2025	11/11/2025	12/11/2025
09/13/2025	11/12/2025	12/12/2025
09/14/2025	11/13/2025	12/13/2025
09/15/2025	11/14/2025	12/14/2025
09/16/2025	11/15/2025	12/15/2025
09/17/2025	11/16/2025	12/16/2025
09/18/2025	11/17/2025	12/17/2025
09/19/2025	11/18/2025	12/18/2025
09/20/2025	11/19/2025	12/19/2025
09/21/2025	11/20/2025	12/20/2025
09/22/2025	11/21/2025	12/21/2025
09/23/2025	11/22/2025	12/22/2025
09/24/2025	11/23/2025	12/23/2025
09/25/2025	11/24/2025	12/24/2025
09/26/2025	11/25/2025	12/25/2025
09/27/2025	11/26/2025	12/26/2025
09/28/2025	11/27/2025	12/27/2025
09/29/2025	11/28/2025	12/28/2025
09/30/2025	11/29/2025	12/29/2025

EPAF - Employee Performance Appraisal Form

SIRAF - Step Increase Recommendation and Approval Form

MPBRAFD - Merit Pay Bonus Recommendation and Approval Form