




**The Navajo Nation** **DR. BUU NYGREN** *PRESIDENT*  
**Yideeskáądi Nitsáhákees** **RICHELLE MONTOYA** *VICE PRESIDENT*

MEMORANDUM

TO : DIVISION/EXECUTIVE DIRECTORS AND DEPARTMENT/PROGRAM MANAGERS  
EXECUTIVE AND LEGISLATIVE BRANCH

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

DATE : December 8, 2023

SUBJECT : EMPLOYEE PERFORMANCE APPRAISAL FORM, STEP INCREASE/MERIT PAY BONUS  
RECOMMENDATION/APPROVAL FORM

Pursuant to the Navajo Nation Personnel Policy 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 later. 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 date for submitting a Step Increase or Merit Pay Bonus Recommendation/Approval 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 to DPM the following workday.

Attached for your information and use is an updated EPAF, Step Increase and Merit Pay Bonus Recommendation/Approval Forms Submission Schedule for rating period October 1, 2023 to September 30, 2024. The Classification and Pay Section will provide an update Employee Listing by Division and Department Showing Employment Date Report with the Last Review Date (anniversary date) upon request. Should you have any questions, please contact the DPM/Classification and Pay Section at (928) 871-6332 or (928) 871-7591.

CONCURRED:

  
Charlotte Bighthumb  
Human Resources Director

XC: File

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

**SUBMISSION SCHEDULE FOR RATING PERIOD OCTOBER 1, 2023 TO SEPTEMBER 30, 2024**

ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM
10/01/2023	11/30/2023	12/30/2023	11/11/2023	01/10/2024	02/09/2024	12/22/2023	02/20/2024	03/22/2024
10/02/2023	12/01/2023	12/31/2023	11/12/2023	01/11/2024	02/10/2024	12/23/2023	02/21/2024	03/23/2024
10/03/2023	12/02/2023	01/01/2024	11/13/2023	01/12/2024	02/11/2024	12/24/2023	02/22/2024	03/24/2024
10/04/2023	12/03/2023	01/02/2024	11/14/2023	01/13/2024	02/12/2024	12/25/2023	02/23/2024	03/25/2024
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11/01/2023	12/31/2023	01/30/2024	12/12/2023	02/10/2024	03/11/2024	01/22/2024	03/22/2024	04/22/2024
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11/03/2023	01/02/2024	02/01/2024	12/14/2023	02/12/2024	03/13/2024	01/24/2024	03/24/2024	04/24/2024
11/04/2023	01/03/2024	02/02/2024	12/15/2023	02/13/2024	03/14/2024	01/25/2024	03/25/2024	04/25/2024
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11/06/2023	01/05/2024	02/04/2024	12/17/2023	02/15/2024	03/16/2024	01/27/2024	03/27/2024	04/27/2024
11/07/2023	01/06/2024	02/05/2024	12/18/2023	02/16/2024	03/17/2024	01/28/2024	03/28/2024	04/28/2024
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11/09/2023	01/08/2024	02/07/2024	12/20/2023	02/18/2024	03/19/2024	01/30/2024	03/30/2024	04/30/2024
11/10/2023	01/09/2024	02/08/2024	12/21/2023	02/19/2024	03/20/2024	01/31/2024	04/01/2023	05/01/2024

**PERFORMANCE APPRAISAL FORM (EPAF) AND STEP INCREASE AND MERIT PAY BONUS RECOMMENDATION/APPROVAL FORM (RAF)  
SUBMISSION SCHEDULE FOR RATING PERIOD OCTOBER 1, 2021 TO SEPTEMBER 30, 2022**

ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM
02/01/2024	04/02/2024	05/02/2024	03/14/2024	05/13/2024	06/12/2024	04/24/2024	06/23/2024	07/23/2024
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02/10/2024	04/11/2024	05/11/2024	03/23/2024	05/22/2024	06/21/2024	05/03/2024	07/02/2024	08/01/2024
02/11/2024	04/12/2024	05/12/2024	03/24/2024	05/23/2024	06/22/2024	05/04/2024	07/03/2024	08/02/2024
02/12/2024	04/13/2024	05/13/2024	03/25/2024	05/24/2024	06/23/2024	05/05/2024	07/04/2024	08/03/2024
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02/21/2024	04/22/2024	05/22/2024	04/03/2024	06/02/2024	07/02/2024	05/14/2024	07/13/2024	08/12/2024
02/22/2024	04/23/2024	05/23/2024	04/04/2024	06/03/2024	07/03/2024	05/15/2024	07/14/2024	08/13/2024
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02/26/2024	04/27/2024	05/27/2024	04/08/2024	06/07/2024	07/07/2024	05/19/2024	07/18/2024	08/17/2024
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02/28/2024	04/29/2024	05/29/2024	04/10/2024	06/09/2024	07/09/2024	05/21/2024	07/20/2024	08/19/2024
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03/01/2024	05/01/2024	05/31/2024	04/12/2024	06/11/2024	07/11/2024	05/23/2024	07/22/2024	08/21/2024
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03/11/2024	05/11/2024	06/10/2024	04/22/2024	06/21/2024	07/21/2024	06/02/2024	08/01/2024	08/31/2024
03/12/2024	05/12/2024	06/11/2024	04/23/2024	06/22/2024	07/22/2024	06/03/2024	08/02/2024	09/01/2024

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

**SUBMISSION SCHEDULE FOR RATING PERIOD OCTOBER 1, 2022 TO SEPTEMBER 30, 2023**

ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM
06/04/2024	08/03/2024	09/02/2024
06/05/2024	08/04/2024	09/03/2024
06/06/2024	08/05/2024	09/04/2024
06/07/2024	08/06/2024	09/05/2024
06/08/2024	08/07/2024	09/06/2024
06/09/2024	08/08/2024	09/07/2024
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06/22/2024	08/21/2024	09/20/2024
06/23/2024	08/22/2024	09/21/2024
06/24/2024	08/23/2024	09/22/2024
06/25/2024	08/24/2024	09/23/2024
06/26/2024	08/25/2024	09/24/2024
06/27/2024	08/26/2024	09/25/2024
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07/11/2024	09/09/2024	10/09/2024
07/12/2024	09/10/2024	10/10/2024
07/13/2024	09/11/2024	10/11/2024

ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM
07/14/2024	09/12/2024	10/12/2024
07/15/2024	09/13/2024	10/13/2024
07/16/2024	09/14/2024	10/14/2024
07/17/2024	09/15/2024	10/15/2024
07/18/2024	09/16/2024	10/16/2024
07/19/2024	09/17/2024	10/17/2024
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07/31/2024	09/29/2024	10/29/2024
08/01/2024	09/30/2024	10/30/2024
08/02/2024	10/01/2024	10/31/2024
08/03/2024	10/02/2024	11/01/2024
08/04/2024	10/03/2024	11/02/2024
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08/08/2024	10/07/2024	11/06/2024
08/09/2024	10/08/2024	11/07/2024
08/10/2024	10/09/2024	11/08/2024
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08/12/2024	10/11/2024	11/10/2024
08/13/2024	10/12/2024	11/11/2024
08/14/2024	10/13/2024	11/12/2024
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08/16/2024	10/15/2024	11/14/2024
08/17/2024	10/16/2024	11/15/2024
08/18/2024	10/17/2024	11/16/2024
08/19/2024	10/18/2024	11/17/2024
08/20/2024	10/19/2024	11/18/2024
08/21/2024	10/20/2024	11/19/2024
08/22/2024	10/21/2024	11/20/2024

ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM
08/23/2024	10/22/2024	11/21/2024
08/24/2024	10/23/2024	11/22/2024
08/25/2024	10/24/2024	11/23/2024
08/26/2024	10/25/2024	11/24/2024
08/27/2024	10/26/2024	11/25/2024
08/28/2024	10/27/2024	11/26/2024
08/29/2024	10/28/2024	11/27/2024
08/30/2024	10/29/2024	11/28/2024
08/31/2024	10/30/2024	11/29/2024
09/01/2024	10/31/2024	11/30/2024
09/02/2024	11/01/2024	12/01/2024
09/03/2024	11/02/2024	12/02/2024
09/04/2024	11/03/2024	12/03/2024
09/05/2024	11/04/2024	12/04/2024
09/06/2024	11/05/2024	12/05/2024
09/07/2024	11/06/2024	12/06/2024
09/08/2024	11/07/2024	12/07/2024
09/09/2024	11/08/2024	12/08/2024
09/10/2024	11/09/2024	12/09/2024
09/11/2024	11/10/2024	12/10/2024
09/12/2024	11/11/2024	12/11/2024
09/13/2024	11/12/2024	12/12/2024
09/14/2024	11/13/2024	12/13/2024
09/15/2024	11/14/2024	12/14/2024
09/16/2024	11/15/2024	12/15/2024
09/17/2024	11/16/2024	12/16/2024
09/18/2024	11/17/2024	12/17/2024
09/19/2024	11/18/2024	12/18/2024
09/20/2024	11/19/2024	12/19/2024
09/21/2024	11/20/2024	12/20/2024
09/22/2024	11/21/2024	12/21/2024
09/23/2024	11/22/2024	12/22/2024
09/24/2024	11/23/2024	12/23/2024
09/25/2024	11/24/2024	12/24/2024
09/26/2024	11/25/2024	12/25/2024
09/27/2024	11/26/2024	12/26/2024
09/28/2024	11/27/2024	12/27/2024
09/29/2024	11/28/2024	12/28/2024
09/30/2024	11/29/2024	12/29/2024
10/01/2024	11/30/2024	12/30/2024