

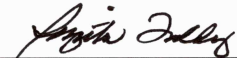
THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT



MEMORANDUM

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

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

DATE : December 7, 2021

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. EPAFs established due dates are calculated at 60 calendar days from the employee's anniversary date; Recommendation Approval Forms (RAF) established due dates are 90 calendar days from the employee's anniversary date. If a due date falls on a weekend or holiday, the form is due to the DPM the following working day.

Attached for your information is an updated EPAF, Step Increase and Merit Pay Bonus Recommendation/Appraisal Form Submission Schedule for rating period October 1, 2021 to September 30, 2022. 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. Supervisors can also request for outstanding EPAF listings to maintain in-house monitoring. Should you have any questions, please contact the DPM/Classification and Pay Office at (928) 871-7417 or (928) 871-6332. Thank you.

Attachment

DISTRIBUTION

DEPARTMENT OF PERSONNEL MANAGEMENT
P.O. BOX 7080, WINDOW ROCK, ARIZONA 86515
TELEPHONE: (928) 871-6330; FAX: (928) 871-6976; Website: www.dpm.navajo-nsn.gov

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
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PERFORMANCE APPRAISAL FORM (EPAF) AND STEP INCREASE AND MERIT PAY BONUS RECOMMENDATION/APPROVAL FORM (RAF)
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07/02/2022	08/31/2022	09/30/2022	08/11/2022	10/10/2022	11/09/2022	09/20/2022	11/19/2022	12/19/2022
07/03/2022	09/01/2022	10/01/2022	08/12/2022	10/11/2022	11/10/2022	09/21/2022	11/20/2022	12/20/2022
07/04/2022	09/02/2022	10/02/2022	08/13/2022	10/12/2022	11/11/2022	09/22/2022	11/21/2022	12/21/2022
07/05/2022	09/03/2022	10/03/2022	08/14/2022	10/13/2022	11/12/2022	09/23/2022	11/22/2022	12/22/2022
07/06/2022	09/04/2022	10/04/2022	08/15/2022	10/14/2022	11/13/2022	09/24/2022	11/23/2022	12/23/2022
07/07/2022	09/05/2022	10/05/2022	08/16/2022	10/15/2022	11/14/2022	09/25/2022	11/24/2022	12/24/2022
07/08/2022	09/06/2022	10/06/2022	08/17/2022	10/16/2022	11/15/2022	09/26/2022	11/25/2022	12/25/2022
07/09/2022	09/07/2022	10/07/2022	08/18/2022	10/17/2022	11/16/2022	09/27/2022	11/26/2022	12/26/2022
07/10/2022	09/08/2022	10/08/2022	08/19/2022	10/18/2022	11/17/2022	09/28/2022	11/27/2022	12/27/2022
07/11/2022	09/09/2022	10/09/2022	08/20/2022	10/19/2022	11/18/2022	09/29/2022	11/28/2022	12/28/2022
07/12/2022	09/10/2022	10/10/2022	08/21/2022	10/20/2022	11/19/2022	09/30/2022	11/29/2022	12/29/2022
07/13/2022	09/11/2022	10/11/2022	08/22/2022	10/21/2022	11/20/2022	10/01/2022	11/30/2022	12/30/2022