**DPMAP COMMUNICATION TIMELINE
(CIVILIAN PERFORMANCE MANAGEMENT)**

|  |
| --- |
| **NATRACOM COMMANDS WITHIN DON****DPMAP KEY DATES & MILESTONES PER CYCLE** **(USE XX FOR RESPECTIVE YEAR)** |
| **KEY DATE** | **MILESTONE** | **PERFORMANCE CYCLE YEAR** |
| **1 APRIL** | New performance appraisal cycle begins  | 20XX |
| **15 APRIL** | Employee provides self-assessment/input to RO | 20XX |
| **22 APRIL** | Employee submits new Performance Plan to the supervisor | 20XX  |
| **30 APRIL** | New Performance Plans approved in My Performance Tool | 20XX |
| **30 APRIL** | RO provides the performance narrative and rating for each critical element of employee’s Performance Plan then sends to HLR for review | 20XX |
| **15 MAY** | HLR must complete review of annual assessment | 20XX |
| **16-31 MAY** | Supervisor communicates rating and award to the employee face-to-face | 20XX |
| **1 JUNE** | Effective date for current rating of record | 20XX |
| **30 SEPT** | Mid-year Progress Review documented in My Performance Tool | 20XX |
| **31 MARCH** | Performance Appraisal cycle ends | 20XX |

**LEGEND:**

* RO = Rating Official (1st Line Supervisor)
* HLR = Higher Level Reviewer (2nd Line Supervisor)