

<p><i>May 1</i></p> <p>Performance Cycle Begins (May 1- April 30)</p>  <p>Establish New Performance Plan (Discussion)</p> 	<p><i>June</i></p> <p>Complete <u>previous cycle</u> Performance Appraisal Discussions</p> <p>**Upload/Verify Performance Ratings in NOPS by mid-June**</p>	<p><i>July</i></p> <p>Submit copies of <u>Distinguished</u> Supervisory Perf. Appraisals and list of names with <u>Needs Improvement/Unacceptable</u> ratings to OHCM</p> <p>Initiate QSIs in FPPS</p>	<p><i>August</i></p> <p>Performance Rating based Awards</p> <p>Center & Agency Honor Awards (Agency Honor Awards, Robert H. Goddard Awards, Colloquiums/Memorials)</p> 
<p><i>September</i></p> <p>Prepare for Progress Reviews. Provide employees 2 weeks advanced notice and request input for discussion.</p> 	<p><i>October</i></p> <p>*Progress Review Discussions*</p> <p>Complete all progress reviews. Provide data to Directorate Admin Officer by mid-November</p>	<p><i>November</i></p> <p>AOs receive notice of 2% EPF Audit</p> <p>Note: Admin Officers will submit <u>Progress Review</u> data to OHCM by specified date in mid-November.</p>	<p><i>December</i></p>
<p><i>January</i></p> <p>Center-wide Directorate EPF Audit (2% of Civil Servant EPF Folders Collected for Review)</p> 	<p><i>February</i></p>	<p><i>March</i></p> <p>Request Employee's Accomplishments. Prepare Performance Narrative Summary & Ratings.</p> 	<p><i>April 30</i></p> <p>**Appraisal Period Ends**</p> 

*Employees are eligible for Time-Off and Special Act Awards throughout entire year (Special Act Awards during Aug-Jan are pending CR funding)