



Human Resources Directorate



Labor and Management Employee Relations

The rating cycle for the GS/GM 13's and above ended June 30, 2004. Original completed ratings (DD Form 2799, "Employee Performance Plan and Results Report") are due to the Human Resources Directorate, Labor and Management Employee Relations (LMER) Division no later than **August 30, 2004**. To facilitate timely appraisals and recognition for employees, the following milestones are provided:

July 20: Deadline for rating official to complete and forward DD 2799, with recommended ratings and any performance-based recognition, to reviewing official.

July 30: Reviewing official approves or changes recommended ratings and returns signed DD 2799 to rating official for discussion with employee. Or, if applicable, reviewing official approves or changes recommended ratings and performance-based recognition and sends DD 2799 to approving official.

August 10: Approving official approves or changes recommended ratings and/or performance-based recognition and returns DD 2799 to Administrative/Executive Office.

August 20: Deadline for all appraisals to be completed and forwarded to Administrative/Executive Office.

August 30: Deadline for Administrative/Executive Offices to complete review of all ratings to ensure compliance with AI No. 63 and Component and employee FY award allocation ceilings; cover list and original completed DD 2799's with all approvals and signatures forwarded to LMER for processing.

Note: Performance standards for the 2003-2004 rating cycle should be in place for all GS-12's and below. GS/GM-13's and above should have performance standards in place no later than July 31, 2004.