

## Appraisal Processing Milestones 2004 Performance Rating

Date	Milestones
<b>31 Mar</b>	US Air Force APF Civilian Annual Appraisal Cycle Ends
01 Apr *	Rating Official accomplishes appraisal
05 Apr	Spreadsheets are sent to the QCROs
16 Apr *	Rating Official submits appraisal to Reviewing Official
23 Apr *	Reviewing Official submits appraisals to Award Approving Official  ( <b>435 ABW and 86 AW ONLY:</b> Squadron Commanders may approve QSIs and cash awards or a combination of cash awards and TOA 3% and below. It is recommended that Group Commanders establish a panel to review awards of more than 3%. Their recommendations should be sent to the Group Commanders for final approval. Please adjust your internal suspense dates to accommodate this policy.)
30 Apr *	Award Approving Official returns appraisals, with approved award to QCRO
<b>14 May</b>	QCRO emails spreadsheets back and electronic "Request for Personnel Action" (RPA) for QSIs to 435 MSS/DPCE to Marina.Kappler@ramstein.af.mil
17 May	QCROs return appraisals to Rating Officials. Supervisors go over appraisal with employee and obtains employee's signature on the appraisal. Supervisors give one copy of the appraisal to the employee and keep the original in the Employee Performance File, kept with the supervisor's 971 file. <b>NO hard copy appraisal forms are submitted to 435 MSS/DPCE. **</b>
Beginning with 17 May	Civilian Personnel Office uploads appraisal database and works problems with QCROs, where necessary.
<b>30 May</b>	Effective date for QSIs.
<b>1 Jun</b>	Effective date for performance cash awards.
<b>3 Jun</b>	Effective date for time-off awards.
12 or 26 Jun	Anticipated performance award pay dates

\* These dates are approximate. Dates may vary depending on internal organizational procedures.

\*\* Exceptions: Appraisals for employees on LWOP and for employees who have transferred to another AFB between 1 Jan – 31 Mar and Technical Appraisals should be brought to CPO, Bldg 2120, Room 219 (Second Floor). Also provide fund cites if an award is given to an employee who retired or resigned after 31 March or has PCS'd.