EMPLOYEE	MANAGEMENT	CPAC	CPOC	OTHER
	1 -In cooperation with CPAC, determine dates employees' ratings of record are due (or use Regional Application FPI, if available) -Request input from employee on accomplishments during rating period. If desired or if required (Including local policies, NGP policies, etc.) -Complete report form for rating period -Obtain necessary approval, (within 45 days after the end of the rating period)	2 -Review for regulatory compliance -Coordinate changes to incomplete or incorrect appraisals with managers as appropriate -Forward completed, correct appraisals (10 days)	ISD 3 -Update DCPDS -File appraisals (5 days)	
	*This BPM applies only to ratings of record. Special ratings are not forwarded to CPAC or CPOC.		Total Calendar Days - 15 - o - Personnel Process Days - 15	