

Specially-situated employees listed below may have more than one appraisal in an appraisal period.
Appraisal periods and effective dates will not overlap.

	Need Appraisal?	Appraisal Start Date	Appraisal End Date	Appraisal Effective Date	NOTE
General (Shortened appraisal period) 90 days or more	YES	First day employee is in a duty status after the previous appraisal end date		Later of: 1. Date the appraisal is approved or 2. End date of the appraisal period	CNGBI
Employee Absent-US and has <u>90 calendar days or more</u> performing duties in an approved plan during a rating year - MUST BE RATED	YES	1-Apr	Last day employee was in a duty status or 31-Mar	1-Jun	CNGBI
Employee Absent-US and has <u>less than 90 calendar days</u> performing duties in an approved plan during a rating year - DO NOT RATE	NO (INELIGIBLE)	N/A	N/A	N/A	CNGBI
Employee returns from extended Absent-US and previously ineligible due to Absent-US "may" be rated under "shortened appraisal period" (<u>minimum 90 days</u> under an approved plan)	SUPERVISOR DISCRETION	First day employee is in a duty status	31-Mar	1-Jun	CNGBI
Employee on LWOP or Extended Paid Leave - has <u>90 days or more</u> on an approved plan	YES	1-Apr	31-Mar	1-Jun	DODI
Employee on LWOP or Extended Paid Leave - has <u>less than 90 days</u> on an approved plan	NO (INELIGIBLE)	1-Apr	31-Mar	1-Jun	DODI
When supervisory and employee relationship changes - Supervision period of less than 90 days	NO	N/A	N/A	N/A	CNGBI
When supervisory and employee relationship changes - Supervision period of 90 days or more (Losing supervisor)	YES	1-Apr	Last day employee was in a duty status	Later of: 1. Date the appraisal is approved or 2. End date of the appraisal period	CNGBI
When supervisory and employee relationship changes - Supervision period of 90 days or more (Gaining Supervisor)	YES	First day employee is in a duty status after the previous appraisal end date	31-Mar	Later of: 1. Date the appraisal is approved or 2. End date of the appraisal period	CNGBI
Employees on detailed for more than 90 days - supervisor of record is responsible to seek input from detail supervisor	YES	1-Apr	31-Mar	1-Jun	DODI