



**(U) Performance Review Packages -- Due by March 6**

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SID Workforce Performance Executive  
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(U//FOUO) This note is to remind you that your Performance Review Package (PRP) is due to your supervisor by COB, 6 March. Your PRP should contain:

- your Internal Staffing Resume (ISR),
- copies of your past three P3s, and
- your employee promotion profile.

Promotion profiles will be available on/about 1 March 06 (instructions are forthcoming).

**(U) Further Information:**

(U//FOUO) Detailed instructions on **how to prepare your PRP** are available at:  
[SID PRP Guidance.doc](#).

(U//FOUO) For details on the NSA Civilian Promotion Program, guidance and examples of how to complete your ISR and PRP, see the [HRS Web page](#).

(U//FOUO) The **SID promotion timeline** is available at : [SID Timeline.doc](#).

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