

## DoD Performance Management and Appraisal Program (DPMAP)

### Top 10 Things You Need to Know

**#10** - All employees covered by the program will be on a single appraisal cycle that is April 1<sup>st</sup> thru March 31<sup>st</sup>, with an appraisal effective date of June 1<sup>st</sup>.

**#9** - There are three formal documented face-to-face discussions required under the new program – An initial performance plan meeting, one progress review and a final performance appraisal discussion. Additional performance discussions are highly encouraged throughout the appraisal cycle with a focus on enhanced employee engagement.

**#8** - The minimum period of performance is 90-days for an employee to be eligible to receive an appraisal.

**#7** - The automated DoD Appraisal tool ‘MyPerformance’ will be used to manage the appraisal process. Employees and supervisors will use the tool collaboratively. The MyPerformance tool can be accessed through MyBiz prior to rolling into DPMAP.

**#6** - The new program includes a “savings provision”. This means that an employee that is undergoing a formal Performance Improvement Period (PIP) remains in their current performance management program until the PIP is resolved. Resolution is either the employee successfully completes the PIP and then would convert into DPMAP, or fail the PIP and are removed from federal service, changed to a lower grade or reassigned to another position. If they remain with the Agency after a change to lower grade or reassignment they would then convert into DPMAP.

**#5** - DoD Core Values, which form the foundation of the DoD performance culture are: “leadership, professionalism and technical knowledge through dedication to duty, integrity, ethics, honor, courage and loyalty”. This aids in developing a common awareness and to reinforcing the individual contribution to the overall success of both the DoD and organization’s missions.

**#4** - Supervisors *must allow* employees the opportunity to provide input into their performance elements and standards. While employees have the opportunity to provide input into their performance plans, supervisors are responsible for developing the performance elements and standards. Supervisors cannot establish performance elements and standards for team performance, only individual performance. Performance elements and standards must be written at the fully successful level using SMART criteria.

**#3** - DPMAP is a 3-tiered performance management program with the rating levels

of “Level 5 – Outstanding”, “Level 3 - Fully Successful” and “Level 1 –Unacceptable”. Each performance element will be given a rating that corresponds to these levels. All elements are critical and will not be weighted. The overall rating will be calculated in the MyPerformance tool by adding together the individual ratings for each element and that sum will be divided by the total number of elements. This calculation will be used to determine the final overall rating – Outstanding, Fully Successful or Unacceptable.

Rating Level	Rating Criteria
<b>Level 5 - Outstanding</b>	The average score of all performance element ratings is 4.3 or greater, with no element being rated a “1”, resulting in an overall rating of record that is a “5”.
<b>Level 3 - Fully Successful</b>	The average score of all performance element ratings is less than 4.3, with no element being rated a “1”, resulting in an overall rating of record that is a “3”.
<b>Level 1 - Unacceptable</b>	Any performance element rated as a “1”.

For example, if you have four performance elements, and three of four are scored as a “5” and the other is a “3”, the calculation will look like:  $5+5+5+3=18$ . The sum of all the elements are then divided by the total number of elements:  $18 \div 4 = 4.5$ . This results in an overall rating of record of a “Level 5 – Outstanding”. If two of the four elements are scored as a “5” and the other two were “3”, the final calculation would be 4.0, resulting in an overall rating of record of a “Level 3 – Fully Successful”. If any rated performance element is scored as a “1” this results in an overall rating of record of “Level 1 – Unacceptable”. A forced distribution of ratings is not allowed under the new program.

**#2** - To promote a culture of enhanced employee engagement, supervisors are highly encouraged to use the full range of awards and recognition options, both monetary and non-monetary, throughout the year for effective performance, and not wait until the end of the appraisal cycle. Supervisors should ensure their employees are aware of the various options. Be sure to check with your local Human Resources office to see what is available to you and your employees.

**#1** - The amount of performance elements and standards for supervisors must be equal to or greater than the technical elements and standards, but there is no impact to position classification. What that means is that 50% or greater of the final rating will be based on how well they performed supervisory duties – remember, this program places strong emphasis on supervisory responsibilities and employee engagement.