



Department of Defense Performance Management & Appraisal Program (DPMAP) Quick Fact Sheet

Purpose

- 1) Provides a framework for supervisors/managers to communicate expectations and job performance.
- 2) Links employee performance to organization goals.
- 3) Facilitates a fair and meaningful assessment of employee performance.
- 4) Establishes a systematic process for **planning, monitoring, evaluating, recognizing and rewarding** employee performance.
- 5) Nurtures a high-performance culture that promotes meaningful and ongoing dialogue (2-way communication) between employees and supervisors and holds both accountable for performance.
- 6) Supports and is consistent with merit system principles in Section 2301 of Title 5, U.S.C.

My Performance Tool (found in MyBiz)

Is the only automated appraisal tool authorized for use of administering DMPAP. Inputs from tool generate a completed DD Form 2906. A blank hard or digital copy DD Form 2906 may be used as an alternative to the tool.

Employee Engagement

DPMAP involves employee input in planning, monitoring, and evaluation

Collaborative environments engage employees through two-way communication/upward feedback

Six themes important to employee engagement

- 1) Pride in work or workplace
- 2) Opportunity to perform well at work
- 3) Prospect for future growth
- 4) Satisfaction with leadership
- 5) Satisfaction with the recognition received
- 6) Positive workplace with teamwork focus

Planning Performance

All employees will have a **Performance Plan (PP)**
Supervisors communicate plan to employees within 30 days of assignment or appraisal cycle

- PP's clearly document expectations
- PP's include **Elements/Standards** to be rated **Elements must be critical & align with org goals**
- **Critical elements** are only used to measure individual performance, supervisors **must not** establish elements for team performance
- Each element will be rated for the appraisal cycle
- **Supervisory Elements:** All supervisor duties are critical. Supervisor elements on PPs will equal or exceed non-critical (Technical) elements
- **Elements describe what** the employee will do
- **Standards describe how** elements will be evaluated

Planning Performance Cont.

- Standards must be provided for each element in the Performance Plan (PP) and written to the "Fully Successful" level
- Standards should include **Specific, Measurable, Achievable, Relevant, and Timely (SMART)** criteria
- Written PPs must be discussed between supervisors and their employees, but supervisors are ultimately responsible for development and ensure clearly communicated final PP to their employees, and acknowledgement (signed) should be accomplished by the supervisor, employee and the higher level reviewer.
- PPs, are flexible living documents, should be reviewed and discussed throughout the appraisal cycle
- Plans may be modified as organizational goals or employee responsibilities change
- Employee must perform under the PP or revised elements at least 90 days to be rated on elements
- Appraisal cycle may be extended up to 90 days

Monitoring/Feedback

Monitoring is the ongoing assessment of performance compared to stated expectations.

- Monitoring allows supervisors to provide timely feedback on meeting expectations & identify unacceptable performance during the appraisal cycle
- Progress reviews minimum 1 documented per year
- Progress review outcomes, Supervisor/Employee will be clear about:
 - a) The employees current performance
 - b) Performance expectations for remainder of cycle
 - c) How the performance will be evaluated

Performance Feedback: 2-way information exchange between supervisors & employees regarding performance expected and performance exhibited

SBI feedback model – use for specific feedback

- a) **Situation** – The when and where, be specific
- b) **Behavior** – What did you see (provide facts)
- c) **Impact** – What did the act cause

Addressing Performance Issues:

- Clearly identify when current performance fails to meet expected standards
- Offer assistance
- Provide an opportunity to improve
- Provide scheduled performance discussions
- Identify and document performance deficiencies
- Counsel employee on performance deficiencies
- If performance is less than "Fully Successful" in one or more elements, the supervisor in consultation with installation Employee Relations Office or Collective Bargaining Agreement will determine appropriate corrective action. (e.g. Performance Improvement Plan PIP if needed)
- If employee fails to demonstrate performance at the "Fully Successful" level despite the PIP, the employee may be reassigned, reduced in grade or removed from federal service pursuant to section 432.105 of title 5, CFR.



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Evaluating Performance

- Supervisor *evaluates employee performance* based on elements/standards in performance plan
- 90 Calendar days under plan required to be rated
 - Employees may provide written input not Mandatory but **highly encouraged**
 - Supervisor rates each element a 5, 3, or 1

Summary Level	Summary Level Criteria
Level - 5 Outstanding	The average score of all element ratings is 4.3 or greater, resulting in a rating of record that is a '5' - "Outstanding"
Level - 3 Fully Successful	The average score of all element ratings is less than 4.3, with no element rated a '1' - "Unacceptable", resulting in a rating of record that is a '3' - "Fully Successful"
Level - 1 Unacceptable	Any element rated '1' - "Unacceptable"

- Employees may seek reconsideration of issues related to the performance appraisal process through administrative grievance system or negotiated procedures.
- Each element that is rated at an "Outstanding" level and an "Unacceptable" level must be accompanied with a "Narrative Summary" as to "why" the rating was given.

Employee Roles & Responsibilities

- Participate and provide input to development of performance plan and any revisions.
- Gain an understanding of supervisor's expectations and request clarification.
- Manage individual performance to attain performance elements and standards.
- Bring circumstances that may impact accomplishment to supervisor's attention.
- Request feedback if needed.
- Prepare for and participate in performance discussions.
- Initiate discussion and engage with supervisor to improve workplace effectiveness or personal performance.
- Review documentation and/or MyBiz+ for currency and accuracy.

Supervisor Roles & Responsibilities

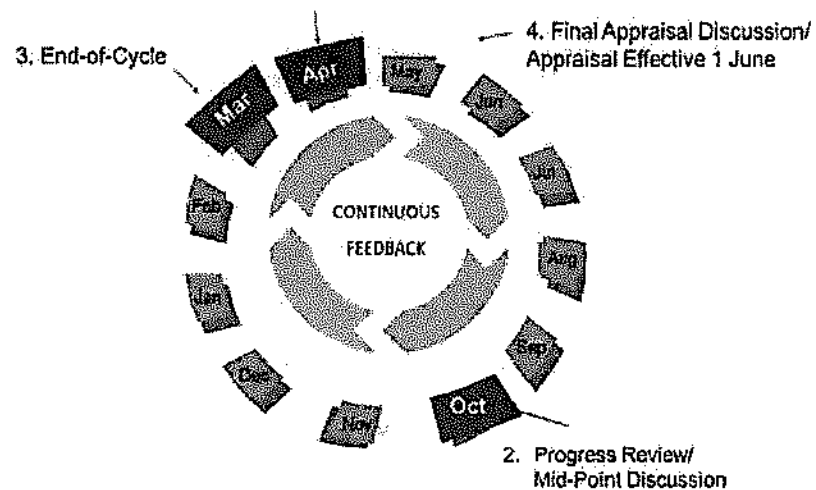
- Foster a collaborative work environment.
- Develop performance plan with employee input, based on duties and responsibilities, linked to organizational mission and goals.
- Clearly communicate performance expectations and outcomes.
- Engage with employees to improve workplace effectiveness.
- Prepare and document progress reviews; meet with employees to discuss the feedback.
- Assist employees in improving performance as needed or requested.
- Prepare the rating of record with narrative justification

Recognizing & Rewarding Performance

- Recognizing & rewarding employees should occur throughout the performance appraisal cycle.
- Recognition and rewards programs should be fair, credible, and transparent.
- Recognition & rewards motivate employee performance & leads to organizational success.
- Achievements or contributions should be significant in nature, related to organizational mission and goals, and exceed expectations.
- Supervisors and employees should be aware of the types of recognition and rewards available.
- Performance guidance ref DoDI 1400.25-V451
- Types of recognition "Monetary & Non-Monetary"
- Employee overall rating of 3 may receive a performance award of cash, time off or a combination of the two, provided funds are available.
- Employee overall rating of 5 shall receive a performance award of cash, time off or a combination of the two, provided funds are available.

DPMAP Appraisal Cycle

1. New Cycle Begins/Initial Discussion.
Performance Plan Communicated w/in 30 Days



For more information, visit the

DoD New Beginnings:

<https://www.crms.osd.mil/Subpage/NewBeginnings/NBHome>

Online Training: <https://jkodirect.iten.mil/>

AFSC DPMAP SharePoint Site:

<https://es.cis.afmc.af.mil/sites/1289/AFSCNewBeginnings/Public%20Library/Home.aspx>