



# CIVILIAN PERSONNEL FLIGHT FACTSHEET

Current as of March 2023

## DEFENSE PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP)

*Applicable to U.S. appropriated fund DPMAP-covered civilian employees*

**PURPOSE:** To provide basic information regarding DPMAP and resources available to DPMAP-covered employees and their supervisors.

### **BASIC INFORMATION**

- Appraisal cycle is 1 April through 31 March
- 3-level rating pattern (5 / Outstanding, 3 / Fully Successful, 1 / Unacceptable)
- Roles:
  - Rating Official (RO): Normally First-Level Supervisor
  - Higher Level Reviewer (HLR): Normally Second-Level Supervisor
  - Trusted Agent: Individual assigned to act on behalf of the RO or HLR for the sole purpose of documenting their decisions related to performance management matters. This individual does not perform any of the hands-on performance management requirements, they simply document the management official's decisions in the employee's record.
- Minimum of three documented performance discussions:
  - Performance Plan - clearly documents for each employee how the expected outcomes and results are linked to the organization's goals and objectives and how his or her performance will be measured throughout the appraisal cycle.
    - Includes the employee's performance elements and performance standards for the appraisal cycle. All supervisory performance plans must include the Air Force standardized supervisory performance elements and standards.
    - Required by 30 April each rating cycle, or within 30 days of the start of a new position.
    - Requires HLR approval.
  - Progress Review - two-way conversation between the RO and the employee.
    - Minimum of one per year, normally at the mid-point (around 30 September).
    - Employees are not given a performance narrative; however, the RO may document the content of the progress review discussion in bullet or narrative form.
  - Appraisal - assessment of the employee's performance against the elements and standards in the employee's approved performance plan, and assignment of a rating of record based on work performance during the appraisal cycle.
    - Required for each employee who has performed under an approved performance plan for a minimum of 90 calendar days during the rating cycle. Guidance for specially situated employees can be found on the Ramstein DPMAP SharePoint. Examples of specially situated employees include, but are not limited to, newly-hired employees, employees on detail, employees absent for military service, employees on leave without pay, and employees who transfer or supervisors who leave during the appraisal cycle.
    - Employee input, while not mandatory, is highly encouraged and valuable.
    - Requires HLR approval.
    - Employees may be granted a performance-based award based on their annual performance appraisal.
- MyPerformance Appraisal Tool: automated system used to document DPMAP required activities

**MANDATORY TRAINING:** Mandatory computer-based training is required for covered employees, and supervisors and managers of covered employees, upon initial assignment to the position. Refresher training is required once every five years thereafter for non-supervisors and once every three years thereafter for supervisors. Located at the link below, the training course consists of four modules, takes approximately 1.5 hours to complete, and serves to meet both the initial and refresher requirements. Completion certificates should be emailed to [86fss.civ-training@us.af.mil](mailto:86fss.civ-training@us.af.mil).

## **REGULATIONS AND RESOURCES:**

DoDI1400.25V431\_DAFI36-1002, *Performance Management and Appraisal Program Administration in the Department of the Air Force*, <https://www.e-publishing.af.mil/>

Ramstein DPMAP Guidance and Instructions SharePoint <https://usaf.dps.mil/sites/86FSS/FSC/SitePages/DPMAP-Resources.aspx?source=https%3A%2F%2Fusaf.dps.mil%2Fsites%2F86FSS%2FFSC%2FSitePages%2FForms%2FByAuthor.aspx>

- Timeline
- Guidance and Instructions
  - Evaluating and Rewarding Performance Fact Sheet
  - Planning Performance Fact Sheet
  - Monitoring Performance Fact Sheet
  - DPMAP Appraisal and Award Processing Guidance - detailed guidance including examples and sample scenarios for performance plans, annual appraisal processing, performance-based awards, and specially situated employees
  - Completing Key Actions in MyPerformance Guide
  - Hierarchy Request Forms
- FAQs
- Status Updates – reflect completion or non-completion of DPMAP requirements for employees, e.g., completion of performance plan, progress review, and annual appraisal

myFSS New Beginnings – Defense Performance Management and Appraisal Program (keyword search 4184):

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XuLCAU>

- Appraisal Guidance - appraisal and award processing and policy guidance
- MyPerformance Resources - MyPerformance guides, to include screen shots
- Mandatory supervisory critical elements
- DPMAP FAQs
- Secretary of the Air Force Memo
- DD Form 2906, *Department of Defense Performance Plan, Progress Review and Appraisal*

Defense Civilian Personnel Advisory Service (DCPAS) DPMAP website:

<https://www.dcpas.osd.mil/policy/performance/dodperformancemanagementappraisal>

- DPMAP Toolkit
- Government Authorities
- Employee guides regarding employee input and performance management
- Supervisor guides regarding addressing performance issues early, performance discussions, etc.
- MyPerformance user guides

AF myLearning website for Mandatory DPMAP Training:

<https://lms-jets.cce.af.mil/moodle/course/view.php?id=9150>

MyPerformance (located on MyBiz+ accessed through the DCPDS Portal): <https://compo.dcpds.cpms.osd.mil/>

Questions regarding this fact sheet should be directed to the Ramstein DPMAP Team. Contact information found in the footer below.