



Civilian Development Forum



Who: US and LN civilians, their supervisors and leaders

What: Topics that will range from civilian appraisals to German cultural and leadership development

When: Monthly Last Thursday of each month/1100-1200

Where: Virtual – Zoom or TEAMS

Why: Develop, mentor, improve and lead our civilian Airmen, with an end state goal of Adaptive (Civilian) Airmen....Ready to Execute



Agenda



Video – Lollipop Moments

https://www.ted.com/talks/drew_dudley_everyday_leadership?language=en

Appraisals & Performance Awards

US Civilians – Ms. Jenna Brunton, 86 FSS/FSCA-E

Non-US Civilians – Mr. Mike Henry, 86 FSS/FSCA-R

Question & Answer Session

Closing Remarks

86th Force Support Squadron

Civilian Appraisals and Performance Awards



OVERALL BRIEFING CLASSIFICATION:

UNCLASSIFIED

86 FSS/FSCA-E

86 FSS/FSCA-R



2021 DPMAP Appraisals and Awards - US Employees



Overview



- DPMAP
- Documented Discussions
- Descriptions of Performance Rating Levels
- Performance-based Awards
- Timelines and Effective Dates
- Resources



DPMAP



- The Defense Performance Management and Appraisal Program (DPMAP) is designed to improve the Department's overall performance management, and places special emphasis on two-way communication and continuous feedback. The program links organizational mission and goals to individual performance plans, ensures regular feedback during the appraisal cycle between employees and supervisors, and results in increased employee engagement.

- Highlights:
 - Appraisal year is from 1 April to 31 March
 - Minimum of three documented discussions: performance plan, progress review, and appraisal



Documented Discussions



- **Performance Plan**

- Within 30 days of start of each appraisal year (NLT April 30th), or start of new position
- SMART elements and mandatory AF supervisory elements

- **Progress Review**

- Minimum of one per year, normally at the mid-point

- **Appraisal**

- Minimum of 90 days on approved pay plan to be eligible for an appraisal
- Employee input is voluntary, but highly recommended
- Requires Higher Level Reviewer (HLR) approval
- 3-level rating pattern (5/Outstanding, 3/Fully Successful, and 1/Unacceptable - *note, supervisors must consult EMR when considering a level 1 rating*)
- May also grant a performance-based award



Descriptions of Performance Rating Levels



Level 5 – Outstanding

- a. Produces exceptional results or exceeds expectations well beyond specified outcomes.
- b. Sets targeted metrics high and far exceeds them (e.g., quality, budget, quantity).
- c. Handles roadblocks or issues exceptionally well and makes a long-term difference in doing so.
- d. Is widely seen as an expert, valued role model, or mentor for this work.
- e. Exhibits the highest standards of professionalism.

Level 3 – Fully Successful

- a. Effectively produces the specified outcomes, and sometimes exceeds them.
- b. Consistently achieves targeted metrics.
- c. Proactively informs supervisor of potential issues or roadblocks and offers suggestions to address or prevent them.
- d. Achieves goals with appropriate level of supervision.

For more detailed guidance on relating employee input to these descriptions see the January/February 2021 Civilian Personnel Newsletter on the Ramstein CPF website



Performance-based Awards



- **Time-off Awards (TOA) and Performance-based Cash Awards**
 - May be granted to an employee in recognition of the employee's performance over the entire rating period. Employee must have a Level 3 ("Fully Successful") or higher rating of record. May be combined.
- **Quality Step Increase**
 - An increase in an employee's rate of basic pay from one step or rate of grade of his/her position to the next higher step of that grade or next higher rate within the grade. May be granted to a GS employee who receives a rating of record of "Outstanding." May not be combined with a TOA or Performance-based cash award.



Appraisal-Award Timelines and Effective Dates



Employee (EE), Rating Official (RO), Higher-Level Reviewer (HLR),

Date	Action
NLT 30 Apr	2022 Performance Plans <ul style="list-style-type: none">• <u>RO</u> transfers to <u>HLR</u>• <u>HLR</u> reviews and approves plan(s)• <u>RO</u> communicates plan to <u>EE</u>• <u>EE</u> acknowledges plan in MyPerformance Tool
NLT 22 May	2021 Appraisal and Awards <ul style="list-style-type: none">• <u>RO</u> communicates appraisal & granted award, if applicable, to <u>EE</u>• <u>EE</u> acknowledges appraisal in MyPerformance Tool

If an award is received:

- **1 June 2021**- Appraisal, Cash Award, and QSI effective date
- **2 June 2021**- TOA effective date
- **11 June 2021**- Cash Awards, TOAs, and QSIs will be reflected on LES



Resources



86FSS.FSEC_NewBeginnings.Team@us.af.mil

- DPMAP Guidance, Instructions, and Status Updates posted to [SharePoint](#)
- DPMAP info on [DCPAS](#)
- [DODI1400.25V431_AFI 36-1002](#), *Performance Management and Appraisal Program Administration in the Air Force*
- [DODI1400.25V451_AFI36-1004](#), *Civilian Recognition Program*
- [MyPers.af.mil](#) keyword search 30969



Resources, cont.



DCPAS Resources

Communication

- [DEP SEC DEF Memo](#)
- [USD, P&R Memo](#)
- [USD, P&R DPMAP Implementation and Checklist](#)
- [New Beginnings Informational Briefing](#)

Toolkit & Guides

Selecting the link brings you to a new page.

Toolkit, Guides, Tip Sheets, and Checklists

This library of documents provides quick references addressing the critical phases throughout the Performance Management and Appraisal Program process, including performance planning, holding performance discussions, monitoring performance, and writing input.

Toolkit

[Performance Management and Appraisal Program Toolkit](#)

Communicating

- [Action Verb Tip Sheet](#)
- [Communicating with Your Supervisor](#)
- [Monitoring - Roles and Responsibilities](#)

Performance

- [Effective Performance Elements and Standards Checklist](#)
- [Performance Discussion Checklist](#)
- [Performance Discussion Guide](#)
- [Performance Planning - Roles and Responsibilities](#)
- [Performance Planning Checklist](#)
- [Performance Standards Fact Sheet](#)
- [Tips for Establishing Performance Plans](#)

Employee

- [Employee Input - Do's and Don'ts](#)
- [Employee Input and Appraisal Comparison Fact Sheet](#)
- [Employee Input Fact Sheet](#)
- [Employee Input Worksheet](#)
- [Performance Management - An Overview for Employees](#)

Supervisors

- [Addressing Performance Issues Early](#)
- [Focus on Performance - Managers and Supervisors](#)
- [Performance Discussions - A Supervisors Checklist](#)
- [Supervisors Guide to Performance Discussions](#)
- [Valuing Employee Performance](#)

MyPerformance Tool

IMPORTANT: This document is designed as a general resource for navigating MyPerformance and is not intended to serve

2021 Appraisal Guidance

- [FY 2021 DPMAP Appraisal and Award Processing Guidance](#)
- [FY 2021 Air Force Performance Award Policy for Central Salary Account and Defense Acquisition Workforce Development Fund Employees](#)
- [FY 2021 Department of the Air Force Appropriated Fund and Nonappropriated Fund Civilian Award and Recognition Policy](#)

MyPerformance Resources

- [Air Force Personnel Center Appraisal Process Slides Rating Official View](#)
- [Air Force Personnel Center Progress Review Process](#)
- [Apply Actions\(s\) to Multiple Employees](#)
- [Completing Key Actions in MyPerformance Guide](#)
- [Creating a Narrative Statement - Rating Official](#)
- [Creating a Progress Review](#)
- [Creating an Annual Appraisal - Rating Official](#)
- [DPMAP - Frequently Asked Questions](#)
- [DPMAP - Progress Review Process](#)
- [MyBiz+ MyTeam vs Defense Performance Management and Appraisal Program Hierarchy](#)
- [My Performance Tool - Employee User Guide](#)
- [My Performance Tool - Rating Official User Guide](#)
- [My Performance Tool - Super User Guide](#)
- [Air Force Personnel Center Appraisal Guide - Rating Official View](#)
- [Air Force Personnel Center Appraisal Guide - Higher Level Reviewer View](#)
- [Air Force Personnel Center Appraisal Guide - Employee View](#)
- [Air Force Personnel Center Appraisal Process Slides - Employee View](#)
- [AFPC Reconsideration Correction Guide](#)
- [AFPC Administrative Corrections Guide](#)
- [AFPC Webcast Reconsideration and Administrative Correction Tool](#)
- [Requesting MyPerformance Super User Access Final 19 September 2017](#)

Related Resources

- [DoDI 1400.25, Volume 431, DoD Civilian Performance Management System: Performance Management and Appraisal Program](#)
- [Air Force Defense Performance Management and Appraisal Program Frequently Asked Questions](#)
- [Secretary of the Air Force Memo, Defense Performance Management and Appraisal Program \(DPMAP\)](#)
- [Defense Civilian Personnel Advisory Service New Beginnings](#)
- [DD Form 2906, Department of Defense Performance Plan, Progress Review and Appraisal](#)

myPers



Performance Management Program - Non-US Employees



Non-US Performance Management Program



- Minimal **regulatory** requirements
 - Once annually, provide verbal feedback to each employee about job performance (good and bad)
 - Feedback due o/a 31 March (recent change from 15 May)
 - Document feedback session in the Supervisor's Employee Work Folder (better known as the "971 folder")
 - Use of any kind of form for feedback is not authorized
 - Sustained Superior Performance Awards (SSPAs) are possible (money, time-off or combination)
- To effectively recognize employees and influence performance requires more activity on the part of the supervisor, i.e.,
 - Establish standards of performance in writing (MFR)
 - Observe and document performance
 - Provide regular feedback at least quarterly
 - Provide objective and specific feedback annually in writing (MFR)
 - Recognize only top performers with SSPAs



Sustained Superior Performance Awards



- **Award Bogey provided to CC-appointed Award Monitors (AMs) o/a 15 March**
 - **Bogey applies to all monetary awards – not just performance-related**
- **Eligibility Criteria for SSPA:**
 - **Same grade, same position and same org during performance period**
 - **Temp Promotions of <6 months do not affect eligibility**
- **1-10 % of the employee's annual gross salary/wage may be proposed**
- **86 FSS/FSCA-R provides spreadsheet of eligible employees to AM**
- **May award CASH, TIME OFF or COMBINATION of both**
- **After feedback sessions, supervisors nominate deserving employees, enter award amounts into spreadsheets and return to CPF through the AM**



Sustained Superior Performance Award



German Tax exemption

- **One time COVID tax exemption for awards up to a max of 1500 euros**
- **Covers the entire COVID period Mar 20 – Jun 21**
- **SSPAs must be submitted to CPO NLT 7 May 21 to retain tax benefit**
- **German pay authorities (FFPO) will ensure tax exemption for any amounts not previously received**
- **Award Memo given to each SSPA recipient by supervisor - used to provide rationale for awards**
 - **Ensure memo contains COVID-related activities to support the tax relief**
 - **Use standard AF memo format**
 - **Signed by the first line supervisor and handed to the employee along with certificate once award is approved by CPF**



Resources



- ***AFI 36-129, Basic Authority and Responsibility for Civilian Personnel Management and Administration***
- ***AFI 36-701, Employee and Labor-Management Relations***
- ***USAFEI 36-731, The USAFE Non-US Recognition Program***
- ***USAFEI 36-731, Ramstein AB Supplement***
- ***Civilian Personnel Section Homepage:***

<https://www.ramstein.af.mil/About/Fact-Sheets/Display/Article/303597/6-leistungspraemienprogramm-In-performance-program/>



Civilian Personnel Resources



- Great resource for information on a multitude of employment and HR-related topics available:
 - <https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/>
- Bookmark URL and keep up with latest updates on:
 - U.S. Program Information
 - Non-U.S. Program Information
 - Training Information
 - Fact Sheets
 - Newsletters (issued every 2 months)
 - COVID-19 Information



Q & A



- **Use the chat function or raise your hand**
- **No specific personal questions**
- **We will try to answer all questions, but....**



US Performance Management – 86 FSS/CPF_DPMAP
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LN Awards: 86FSS.Civ-awards@us.af.mil



Final Thoughts

- Take control of your career
- Take care of your people
- Give useful and timely feedback
- Don't forget 2022 US Performance Plans – due w/in 30 days (30 Apr)!
- LN-Appraisals 31 Mar 21- SSPA's 7 May 21
- Send feedback or suggestions to 86MSG.CivDvlpmt.MSGCIVDevelopment@us.af.mil

"If you want to lead, you must serve." (JC)