



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



Rules of Engagement



Audio Off & Cameras On (if possible)

Use the chat function ...

or ...raise hand to ask questions after the presentation



raise hand

Questions & Answer Session at the end

Technological issues may occur – re-connect with Meeting ID/Passcode



Agenda



Opening Remarks

Mr. Faulkner, 86 MSG/DD

Presentation

Jenna Brunton, 86 FSS/FSCA-E

Employee Relation Specialist

Question & Answer Session

Closing Remarks



2022 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 – March 2022 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	2023 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 20 May	2022 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 2022-** Appraisal, Cash Award, and QSI effective date
- **2 June 2022-** TOA effective date
- **10 June 2022-** Cash Awards, TOAs, and QSIs will be reflected on LES



DPMAP Resources



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- DPMAP Fact Sheet on the [CPF website](#)
- Additional DPMAP Fact Sheets, 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



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:**
 - COVID-19 Information**
 - U.S. & Non-U.S. Program Information**
 - Mandatory Supervisory Training**
 - Civilian Developmental Forum**
 - Newsletters (issued every 2 months)**
 - Fact Sheets**



Q & A



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





Final Thoughts



- **Send feedback or suggestions to 86MSG.CivDvlpmt.MSGCIVDevelopment@us.af.mil**

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