



**DEPARTMENT OF THE NAVY**  
OFFICE OF THE ASSISTANT SECRETARY  
(MANPOWER AND RESERVE AFFAIRS)  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

MAR 28 2017

**MEMORANDUM FOR DISTRIBUTION**

**Subj: DEPARTMENT OF THE NAVY INTERIM GUIDANCE ON THE  
DEFENSE PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM**

**Ref: (a) DoDI 1400.25 v431, DoD Civilian Personnel Management System: Performance  
Management and Appraisal Program**

1. In April 2016, the Department of Defense launched the new performance management system: Department of Defense Performance Management and Appraisal Program (DPMAP). The Office of Civilian Human Resources began the Department of the Navy's (DON) phase one pilot implementation of DPMAP. Phase two will begin April 2017 and upon completion in October 2018, the DON will transition approximately 145,000 civilian employees to DPMAP. This memorandum establishes DON interim guidance as a supplement to reference (a).

2. When implementing DPMAP, the following key points shall be followed:

a. Supervisor/Rating Official.

(1) Fosters a collaborative work environment to sustain organization effectiveness and a high performing workforce.

(2) Considers employee input in the development of performance plans.

(3) Develops performance plans based on duties and responsibilities that are linked to organizational mission and goals.

(4) Communicates performance expectations and outcomes to employees.

(5) Monitors employee performance and modifies the performance plan when necessary (e.g., changes in mission, organizational goals and priorities or employee responsibilities).

(6) Provides ongoing performance feedback, assists employees in improving performance throughout the rating period as needed or requested and engages with employee to improve workplace effectiveness.

(7) Documents and provides feedback to employee for progress review(s).

(8) Prepares the rating of record with narrative justification for all element rating levels (i.e., "Fully Successful").

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(9) Takes action if performance declines or falls below the “Fully Successful” level in any performance element.

(10) Maintains position hierarchy; reviews MyBiz+ for Managers and Supervisors Suspenses/Pending Actions folder and takes timely action on personnel notices and actions.

(11) Executes the performance management process within the established guidelines and timelines.

**b. Higher Level Reviewer (HLR).**

(1) Reviews and approves ratings of record and performance decisions.

(2) Ensures rating officials execute the performance management process within established guidelines and timelines.

(3) Approves employee performance plans at the option of the Major Claimant.

**c. Employees.**

(1) Participate and provide input into the development of the performance plan and any revisions to the performance plan.

(2) Gain an understanding of supervisor’s expectations and request clarification, if necessary.

(3) Manage individual performance to attain performance elements and standards identified in the performance plan; bring to supervisor’s attention circumstances that may impact accomplishment of performance expectations and request feedback when needed.

(4) Prepare for and participate in performance discussions.

(5) Initiate discussion and engage with supervisor to improve workplace effectiveness and/or personal performance.

(6) Review MyBiz+ for accuracy.

**d. Appraisal Cycle.** The appraisal cycle for DON employees covered by DPMAP is April 1 through March 31 of each calendar year. However, the appraisal cycle for the United States Naval Academy (USNA) and Naval War College (NWC) is July 1 through June 30, and Marine Corps University (MCU) is October 1 through September 30 of each calendar year.

**e. Effective Date of the Appraisal.** A rating of record is final when it is signed by the employee’s supervisor, in his or her capacity as rating official, and when reviewed and approved

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by the HLR. A rating of record finalized before June 1 will be effective June 1. For DON organizations with an exception to the standard appraisal cycle (e.g. USNA), a rating of record will be effective no later than 60 days after the conclusion of the appraisal cycle.

f. MyPerformance Appraisal Tool.

(1) DD Form 2906. When supervisors or employees do not have access to the electronic MyPerformance Tool, they must use the paper copy DD Form 2906 to document the performance plan, progress review(s), and rating of record. When entry of paper copy DD Form 2906 in MyPerformance Tool is not possible, employee ratings of record and award amounts shall be documented in the Defense Civilian Personnel Data System (DCPDS). Paper copy DD Form 2906 that are not documented in MyPerformance Tool will be retained in the employee performance file (EPF).


(2) Trusted Agents. Individuals designated as Trusted Agents may act on behalf of the Rating Official or HLR for purposes of documenting performance management events and decisions. Assignment of a Trusted Agent does not alleviate the Rating Official or HLR from their performance management responsibilities.

g. Reassignment, Reduction in Grade, or Removal Based on Unacceptable Performance. Consistent with the requirements in Section 432.105 of Title 5, CFR, employees who fail to demonstrate performance at the "Fully Successful" level may be reassigned, reduced in grade or removed from federal service.

h. Supervisory Performance Elements. All performance elements related to supervisory duties are critical elements. The number of supervisory performance elements on performance plans for supervisors will equal or exceed the number of non-supervisory (technical) performance elements. The requirement for the number of supervisory performance elements to exceed the number of non-supervisory elements does not apply to employees coded as Supervisor Civilian Service Reform Act (CSRA) code "4" in DCPDS. Major Claimants may develop standardized supervisory performance elements.

i. Recognizing and Rewarding Performance. Major Claimants are responsible for establishing and publishing performance awards guidance annually.

3. Questions may be directed to the DON Performance Management Program Manager, Ms. Lisa Wellman at (202) 685-6659, DSN 325-6659 or email DON\_NewBeginningsPM@navy.mil.

  
Paige Hinkle-Bowles  
Deputy Assistant Secretary of the Navy  
(Civilian Human Resources)

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