

Department of the Army



NEW BEGINNINGS

DEFENSE PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP)

FREQUENTLY ASKED QUESTIONS (FAQs)

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NOTE: The DoD New Beginnings FAQs can be found at <https://www.cpms.osd.mil/Subpage/NewBeginnings/FAQs/>.

MISCELLANEOUS

1. Where can I find DPMAP information (e.g., policy memorandums, Q&As, tip sheets, etc.)?

DoD and Army DPMAP information can be found at <http://cpol.army.mil/library/general/ACNB/>.

2. Where can I find information on when my organization will transition to DPMAP?

The DPMAP Implementation Schedule is an attachment to the Under Secretary of Defense memorandum, New Beginnings: Continued Implementation of the Defense Performance Management and Appraisal Program, dated July 11, 2016 and can be found at

https://www.cpms.osd.mil/Content/Documents/UPR002179_16SignedMemo.pdf.

Employees can review the schedule to determine when their command/organization is scheduled to transition to DPMAP.

3. Must an organization follow the DoD implementation schedule?

Commands/organizations cannot arbitrarily deviate from the DPMAP implementation schedule at <http://cpol.army.mil/library/general/ACNB/>. For example, they cannot decide to transition all grades or positions at the same time if doing so contravenes the DoD schedule. However, if an organization needs to change when their employees transition to DPMAP they must submit a request through the office of the ASA M&RA to the Deputy Assistant Secretary of Defense for Civilian Personnel Policy (DASD(CPP)) for approval.

4. Who can I contact if I have DPMAP questions?

Employees should direct their DPMAP questions to their supervisor or CPAC. If their supervisor or CPAC cannot answer their questions, they can email them to the DPMAP inbox at usarmy.apg.chra-hqs.mbx.new-beginnings-inquiries@mail.mil.

5. How will an organization know if it is ready to transition to DPMAP?

Commands/organizations should use the Readiness Consideration Guide and Checklist at https://www.cpms.osd.mil/Content/Documents/UPR002179_16SignedMemo.pdf to determine their readiness to transition their employees to DPMAP.

6. Does Army plan to revise AR 690-400, Chapter 4302 – TAPES, and what governs DPMAP?

Army is transitioning to DPMAP; therefore, there is no plan to revise AR 690-400. Meanwhile, DoDI 1400.25, V431, DoD Civilian Personnel Management System: Performance Management and Appraisal Program governs DPMAP.

7. Will there be a requirement to rate interns in accordance with AR 690-400, Chapter 4302, 1-5b under DPMAP?

There will not be a requirement to rate interns IAW AR 690-400, Chapter 4302. Upon transitioning to DPMAP, interns will be rated IAW DoDI 1400.25, V431.

8. Will interns be required to have a special appraisal after being on the job for six months under DPMAP?

DPMAP does not have separate requirements for interns; therefore, they will not receive special appraisals/ratings. Interns will be rated after 31 March, which is after the appraisal cycle ends.

9. Will Army Core Values be required under DPMAP?

Army Core Values are required under DPMAP. They must be included on employee's performance plan and discussed with employees. Army's core values can be found at <http://cpol.army.mil/library/general/ACNB/docs/20160826-SAMR-New-Beginnings-DPMAP.pdf>.

10. Will there be an option for an intermediate rater under DPMAP as with TAPES?

An intermediate rater will not be an option under DPMAP; however, a Higher Level Reviewer (HLR) is required.

11. Can an employee have more than one appraisal a year?

Normally an employee will only receive one appraisal a year. However, when changing performance programs there might be a circumstance where an employee might receive two appraisals in a year (e.g., TAPES and DPMAP appraisals) based on being under two different performance programs.

12. What is the DPMAP hierarchy report?

The hierarchy aligns employees to their supervisor. The hierarchy report reflects how many employee records have been coded or need coding so that they are aligned to their supervisor. The hierarchy is important because employees need to be aligned with

their supervisor so that performance plans, appraisals, etc., can be completed in the MyPerformance tool.

13. Since transition to DPMAP may require a shortening or lengthening of the TAPES appraisal cycle for certain employees, should performance awards be given at the TAPES closeout?

Performance awards are not required AR 672-20, Incentive Award, but can be approved based on the employee's performance.

14. What form is used to approve performance awards under DPMAP?

Because the DD Form 2906 does not have an area to recommend/approve awards, DA Form 1256, Incentive Award Nomination and Approval, should be used.

15. Are there labor relations obligations associated with the implementation of DPMAP?

Activities with bargaining unit members must engage their union(s) to discuss the implementation of DPMAP. Once all relevant information is received, formal notice should be given to the union(s) in accordance with the terms of the parties' negotiated agreement or past practice. It is recommended that a single set of negotiations occur, involving all union locals with representation on your installation. This will help ensure a uniform performance management program implementation.

PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM

16. What is the appraisal cycle (e.g. rating period) under DPMAP?

April 1 through March 31 is the standard appraisal cycle for DPMAP employees across the Department of Defense.

17. What is the minimum rating period under DPMAP?

Ninety (90) calendar days is the minimum rating period under DPMAP.

18. What is the highest rating an employee can receive under DPMAP?

Level 5 is the highest rating an employee can receive under DPMAP. The following are the full range of ratings an employee can receive under DPMAP.

- Level 5 – Outstanding
- Level 3 – Fully Successful
- Level 1 – Unacceptable

19. Is a Level 3 (Fully Successful) rating an indication of a valued employee?

A Level 3 overall rating describes a valued employee who met and perhaps even exceeded some performance expectations.

20. Are DoD and Army values considered part of the appraisal program?

DoDI 1400.25, V431 requires inclusion and discussion of DoD core values. The DoD core values are leadership, professionalism, and technical knowledge through dedication to duty, integrity, ethics, honor, courage, and loyalty.

Meanwhile, Army requires its core values be included and discussed as well. Army core values are loyalty, duty, respect, selfless service, honor, integrity and personal courage. See: <http://cpol.army.mil/library/general/ACNB/docs/20160826-SAMR-New-Beginnings-DPMAP.pdf>.

21. How many and what types of performance discussions will supervisors have with their employees regarding performance?

Supervisors shall conduct a minimum of three performance discussions during the appraisal cycle. These include the initial performance plan meeting to discuss performance expectations, a mid-year progress review, and the final performance appraisal discussion. Additional performance discussions are strongly encouraged throughout the appraisal cycle.

22. What is the difference between a performance element and a performance standard?

Performance elements tell employees what to do and performance standards tell employees how to do it. Performance standards are written at the Fully Successful level, and should be written using the SMART criteria. The SMART criteria means the standard is Specific, Measurable, Achievable, Relevant, and Timely.

23. How many performance elements are typically included in a performance plan?

Typically three to five elements are adequate to establish performance expectations. However, under DPMAP, the performance plan must have at least one element but cannot exceed 10 elements.

Note that supervisors' performance plans must have 50% or more supervisory elements verses technical elements.

24. Is there a library of DPMAP performance elements/standards for the Federal Wage System?

Army does not have a library of performance elements/standards for Federal Wage System employees.

25. If performance requirements change during the appraisal cycle can performance elements/standards be modified to reflect the change?

Employees' performance elements/standards can be modified during the appraisal cycle if performance requirements change. However, employees must be provided at least ninety days to perform against the modified elements/standards before they can be rated on them.

26. Must employees wait until the mid-point discussion if they have questions about their performance?

Employees do not have to wait and should not wait until the mid-point discussion if they have questions about their performance. They are instead encouraged to initiate performance discussions as questions occur during the appraisal cycle.

27. Will employees be allowed to submit input for their supervisor to consider in determining their performance rating?

Employees are encouraged to submit input for consideration for their appraisal. An employee's input, if provided, will be considered by the Rating Official and Higher Level Reviewer when determining the rating.

28. Are supervisors required to provide narratives for all performance ratings to include a Fully Successful rating?

DoDI 1400.25, V431 requires narratives for Outstanding (Level 5) and Unacceptable (Level 1) ratings. However, a narrative is not required for a Fully Successful (Level 3) rating. Supervisors are strongly encouraged to provide a narrative for a Fully Successful rating to enhance performance communication.

29. Is it possible to get an overall rating of “Outstanding” even if an employee receives a “Fully Successful” rating on one of his/her performance elements?

It is possible for employees to receive an Outstanding rating if one or more of their elements are rated Fully Successful. The element ratings are averaged to reach the overall performance rating. Employees receiving an average of 4.3 or greater will result in an overall Outstanding rating.

30. If an employee has not performed for 90 days under a particular element can the employee receive an annual rating?

An employee can receive an annual rating if they did not perform for 90 days under one or more approved elements. Work not performed against a particular element for at least 90 days will not be rated. However, the annual rating will be based on those elements that were performed and consequently rated.

31. How are employees on detail or LWOP rated?

Refer to DoDI 1400.25, V431, paragraph 3.8, for instructions for rating specially-situated employees.

32. Is it solely up to the Rating Official (RO) to determine the employee’s rating or is a Higher Level Reviewer (HLR) required?

Based on Army’s policy the Higher Level Reviewer (HLR) makes the final decision on their employees’ ratings. The HLR can approve the Rating Officials recommended rating or change it as appropriate. Army’s requirements for the HLR can be found at <http://cpol.army.mil/library/general/ACNB/docs/20160509-HigherLevelReviewer.pdf>.

33. Does the HLR approve the employee’s performance plan and rating of record (i.e., appraisal)?

The HLR must approve the employee’s performance plan and appraisal (i.e., rating of record) based on the HLR policy at <http://cpol.army.mil/library/general/ACNB/docs/20160509-HigherLevelReviewer.pdf>.

34. If a supervisor has a performance counseling session with an employee regarding performance deficiencies, should that be annotated on the DD Form 2906 or in the MyPerformance tool?

Performance discussions regarding deficiencies should be documented on the DD Form 2906 for employees without access to the tool and in the MyPerformance tool for employees with access to the tool.

35. When is the effective date of the performance plan if an employee refuses to acknowledge it in the MyPerformance tool?

If the employee refuses to acknowledge, the plan takes effect once approved by the HLR. See HLR policy by ASA M&RA, 9 May 2016:
<http://cpol.army.mil/library/general/ACNB/>.

36. If an employee is on a performance improvement plan (PIP) or pending a performance-based action can he/she transition to DPMAP?

Employees on a PIP or pending a performance-based action must remain under TAPES until resolution of the PIP and/or action. If the employee's performance reaches the Fully Successful level upon completing the PIP he or she will transition to DPMAP.

37. What is the effective date of the rating of record if it is finalized after 1 June?

Appraisals should be made effective as soon as possible after the HLR approves the rating.

38. If an employee is determined less than fully successful but the rating is not made effective until 1 June, what happens to the WGI if the employee is due a WGI before 1 June?

Supervisors should contact their servicing CPAC for guidance for following the procedures in Section 531.409 and 531.411 of Title 5, CFR.

39. Do we submit special appraisals approved under TAPES to the CPAC when completing employees' DPMAP annual rating?

TAPES and DPMAP are two different appraisal programs; therefore, the TAPES special appraisal should not be submitted or considered when determining the DPMAP annual rating.

MYPERFORMANCE TOOL

40. Will DPMAP be automated?

The automated tool for DPMAP is the MyPerformance tool. Additional information regarding the tool is available at <https://www.cpms.osd.mil/Subpage/NewBeginnings/ResourcesReferences/>.

41. If I do not have access to the MyPerformance tool how can I be involved in creating my performance plan, provide input to my progress reviews, and provide input to my annual rating?

You can use the DD Form 2906, "Department of Defense Performance Plan, Progress Review, and Appraisal" to create your performance plan, provide input to your progress review, and annual appraisal. The DD Form 2906 can be found at <http://www.dtic.mil/whs/directives/forms/dd/ddforms2500-2999.htm>.

42. Will the MyPerformance tool retain the performance plans and appraisals? If so, for how long?

Performance plans and appraisals are maintained in the tool for 4 years or as required by section 293.404 of Title 5, CFR.

43. Does every supervisor of a covered DPMAP employee have to have a MyBiz+ account?

Every supervisor (e.g., SES, DCIP, Military) of DPMAP covered employees must have a MyBiz+ account in order to use the MyPerformance tool.

44. Can documents be uploaded to the MyPerformance tool?

Documents cannot be uploaded to the tool.

45. When will employees have access to the tool?

Employees will have access to the tool 90 days before their transition date to DPMAP.

46. As the rating Official, why can't I find my employees/subordinates?

Typically, supervisors/rating officials cannot see their employees/subordinates because their position hierarchy is not updated. The hierarchy can be updated as follows, the employee can update who their current supervisor is in MyBiz+ through the "Update MySupervisor" or the Rating Official/supervisor can code the employee as reporting to them using the "Update MyTeam" in their MyBiz+.

47. Why am I unable to create my employee's performance plan?

You will not be able to create a plan for your employee if your employee's position has not been coded as "Yes" in the "Covered Under New Beginnings" field in DCPDS.

48. Why is the status of a performance plan “pending” when one or more performance elements have been changed/modified?

If the plan has not been approved after changes/modifications are made, its status will show “pending” until it has been re-approved by the HLR.

49. Why did I receive an error message when I tried completing my employee’s performance plan?

You will receive an error message if your employee has an approved plan in the tool and you try to approve a new plan. You must delete the existing plan by bringing it up and choosing "Delete" in the Action column. Once you delete the existing plan you will be able to approve the new plan.

50. If an employee is reassigned to a position that is covered by the same approved performance plan but now has a new rating official, how is the plan transferred to the new rating official?

The employee or the former Rating Official, whoever is the current plan owner, can transfer the plan to the new Rating Official. If, however, the command/organization has a super-user, this person can also transfer the plan.

51. Who has the responsibility to assign a Trusted Agent (TA) role under DPMAP?

The supervisor or super-user (on behalf of the supervisor) can designate a TA. See the Trusted Agent User Guide at <https://www.cpms.osd.mil/Subpage/NewBeginnings/DPMAP/>.

52. When the employee's information such as name, series, grade, etc., is changed during the performance cycle, how and when does the MyPerformance tool get updated?

Changes made to an employee's position or personnel record is done in the Defense Civilian Personnel Data System (DCPDS). The MyPerformance tool will reflect the changes that are made in DCPDS to employee and position records in the Plan, Progress Review, Annual Appraisal, and Narrative Statements tabs under the "Employee Details" link. To view the "Employee Details" data in each tab, unhide the employee information by clicking on the "Show Employee Details". There are two columns listing the employee's information "As of Appraisal Period Start Date" and "As of Today", and "As of Appraisal Period End Date".

53. What can be done if one or more of the performance elements are modified, but when you go to Step 5 - Modifications and Re-Approvals tab you cannot re-approve the elements?

This is a system error; therefore, a service desk ticket will need to be submitted. The following screen shots should be included with the service desk ticket: screen shots of the Step 3 - Performance Elements and Standards tab showing the "Pending" performance elements, and screen shots of Step 5 - Performance Elements and Standards Re-Approval tab showing the error message received.

54. If the employee cannot access a computer to provide acknowledgements and input in the tool, can the rating official complete the entire plan and appraisal for the employee and document the employee's input?

Yes, the Rating Official can complete the entire process of creating a plan and appraisal if necessary. The tool allows for the Rating Official to document the employee's acknowledgements, input, and receipt of the appraisal in the tool. A hard copy DD Form 2906 shall be printed from the tool and provided to the employee.

55. If a supervisor's position is not covered under DPMAP, but their employee's positions are, will the supervisor have access to the MyPerformance tool to create and complete their employee's plans and appraisal?

Yes, if DPMAP-covered employees are coded as reporting to a non-DPMAP supervisor in the Self Service Hierarchy, the supervisor can access the MyBiz+ under "Manager Functions", "Performance Management and Appraisals" choice in order to create and complete employees' plans and appraisals.

56. Can the rating official (RO) or HLR designate a trusted agent for all of their employees at one time instead of individually?

Yes, the RO and HLR both have the "Apply Action(s) to Multiple Employees" option in the tool that allows for multiple actions to be done at once.

57. Will the MyPerformance tool have report capability? If so, what kind of reports?

The tool has the following canned reports: Performance Appraisal Status Report, Performance Plan Status Report, and Progress Review Status Report.

58. Is HLR approval required for the progress review in the tool?

The HLR approval is not required for progress reviews; however, the tool is built to allow the HLR approval at all stages (Plan, Progress Review and Appraisal).

59. If separated (e.g., retirement, removal), will an employee retain access to his/her plans and/or appraisals?

Once a separation action is processed, the former employee will no longer have access to the MyPerformance tool. Employees should therefore make or request copies before the effective date of their separation.

60. What is the process in the tool for transferring an approved performance plan to a new rating official?

The employee or losing rating official, whichever is the current owner of the plan can open the plan, then select the "Change Rating Official or Higher Level Reviewer" from the drop down menu under the "Action" column, then click the <Go> button. Type in the name of the new rating official and click on the <Continue> button to transfer the plan to the new rating official.

61. What happens to the employee's performance plan in the tool when he/she leaves Army and transfers to another DoD component/agency?

If the employee is NOT within 90 days of the end of the rating cycle and the plan is in progress, but has not been approved then the plan should be deleted by the losing rating official.

If the employee is NOT within 90 days of the end of the rating cycle and the plan has been approved then a narrative statement should be completed by the losing rating official (See Creating a Narrative Statement Rating Official Guide) before the employee leaves.

If the Employee is within 90 days of the end of the rating cycle, the rating official should do an annual appraisal before the effective date of the employee's transfer. This annual appraisal is included as a completed annual appraisal in the employee's record that is electronically transferred to the new DoD component/Agency.

62. What happens to the employee's performance plan in the tool when he/she leaves Army and transfers to another Agency not within DoD?

The plan should be deleted by the losing Rating Official if the employee is NOT within 90 days of the end of the rating cycle and the plan has not been approved.

If the employee is NOT within 90 days of the end of the rating cycle and the plan has been approved then a narrative statement should be completed by the losing rating official (See Creating a Narrative Statement Rating Official Guide) before the employee leaves.

If the Employee is within 90 days of the end of the rating cycle, the rating official should do an annual appraisal before the effective date of the employee's transfer. This annual

appraisal is included as a completed annual appraisal in the employee's record that is electronically transferred to the new DoD component/Agency.

TRAINING

63. Are civilian and military supervisors of covered DPMAP employees required to take DPMAP training?

All supervisors (SES, Military, DCIPS, etc.) of covered DPMAP employees are required to complete DPMAP training.

64. Can information be deleted from the DPMAP training material?

Army does not have the authority to delete lessons/material provided in the DoD training material. Therefore, supervisors and employees are expected to complete all lessons/information.

65. Where can we find Army's policy regarding the requirement to take the mandatory DPMAP training?

On 16 Dec 2016, Army issued HQ DA EXORD 039-17 ISO 2016 ASA (M&RA) Defense Performance Management and Appraisal Program Mandatory Training, which states the training is mandatory for all covered employees and supervisors of covered employees.

66. How will sustainment training be implemented?

Commands/organizations have flexibility to determine how to administer sustainment DPMAP training. Some options include having employees take the on-line training, schedule annual DPMAP training, include in new employee orientation, etc.