



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER
UNIT 35001
FPO AP 96373-5001

IN REPLY REFER TO:
12450
COS
5 Apr 19

From: Chief of Staff, Marine Corps Installations Pacific-Marine Corps
Base Camp Butler
To: Distribution List

Subj: LETTER OF INSTRUCTION REGARDING 2019 DEFENSE PERFORMANCE
MANAGEMENT AND APPRAISAL PROGRAM RATINGS AND PERFORMANCE AWARDS

Ref: (a) CMC Letter of Instruction for Awards Under the Defense
Performance Management and Appraisal Program, dtd January
10, 2019
(b) DoDI 1400.25, Vol 451, February 4, 2016
(c) DON Civilian Human Resources Manual, Subchapter 451.1
(d) DON Guide 451.2, Implementing Awards Programs, September
2005

Encl: (1) Award Recommendation Spreadsheet - to be emailed out
(2) Non-Disclosure Agreement
(3) DPMAP and Awards Business Rules
(4) Timeline

1. Situation. Marine Corps Installations Pacific-MCB Butler (MCIPAC-MCBB) is issuing this letter of instruction (LOI) to provide procedural guidance on 2019 Defense Performance Management and Appraisal Program (DPMAP), annual performance appraisals and performance awards.

2. Mission. Performance appraisals and performance awards will be executed for appropriated fund civilian employees serviced by the MCIPAC-MCBB, Marine Corps Air Station Iwakuni (MCASI), and Marine Corps Base Hawaii (MCBH) Civilian Human Resources Offices (CHRO).

3. Execution

a. Concept of Operations.

(1) Performance appraisals will be executed for each appropriated fund civilian employee using Defense Performance Management and Appraisal Program (DPMAP).

(2) Employees may be eligible for a monetary award, a time off award, a combination of monetary and time off, a Quality Step Increase (QSI), or no award.

(3) A Performance Award Review Board (PARB) will be conducted to review the QSI awards nominations based on the justification by the supervisor as written in the appraisal.

b. Tasks

(1) AC/S's, Special Staff, and Commanders.

(a) Complete performance appraisals in DPMAP.

(b) Submit Award Recommendation Spreadsheet, enclosure (1), to servicing CHRO with the summary rating and award recommendation for each employee.

(2) PARB Chair. Determine how many QSI awards will be given and chair the board selecting QSI awards for QSI candidates.

(a) MCIPAC-MCBB CoS (or designee of his/her choosing) will chair the QSI PARB for Installations serviced by CHRO Okinawa including Camp Butler, Camp Fuji, Camp Mujuk, and MCAS Futenma. No more than 5 QSI awards shall be given.

(b) MCBH and MCASI will conduct their own QSI PARB. The Commanding Officers of MCBH and MCASI will designate their respective PARB chair. Normally, only 2 or 3 QSIs are awarded at each location. Requests to exceed 4 QSIs shall be submitted to the MCIPAC-MCBB CoS.

(3) Board Members. Board members will be determined by the respective Board Chair for the QSI PARB. At a minimum, the board will include AC/S or designated representative of any employees recommended for a QSI, and he/she will provide a copy of the finalized annual appraisal for each employee being considered for a QSI. All Board members will sign the non-disclosure agreement at enclosure (2).

(4) Servicing CHRO. Will coordinate completion of all annual appraisals in DPMAP and document all performance awards in the Performance Award Review Tool (PART) for their respective installations.

(a) Populate the PART with required data elements for award recommendations, and provide additional material necessary for the PARB's review process.

(b) Provide the PARB the list of employees recommended for QSI, as well as validation that the employees are eligible to receive a QSI.

(c) Provide all necessary reports, track decisions, and monitor funding levels during the proceedings.

(d) Shall use the "wildcard" columns on the PART to document reasons for the PARB's decisions, as necessary.

(e) Retain the final PART for two years.

(5) Rating Official. Complete annual appraisals of each APF civilian employee. Provide a written assessment for each critical

element that coincides with the overall performance rating given to the employee. The following guidance is provided for their assessment:

(a) If issuing a rating of 1, ensure that this is not the first time an employee is being notified that they are not performing at the fully successful level.

(b) If issuing a rating of 3 - Met expectations. Attained each critical element on time, requiring little supervision or rework. Achieved requirements and ensured the continuation of the goals and mission of the commands/unit/office. Justification provided should address how the employee met the established performance standards.

(c) If issuing a rating of 5 - Greatly exceeded expectations. Accomplished more than required to a superior level without supervision. Recognized by senior and peers for outstanding performance. Contributed to the efficiency of the agency. Contributions had great impact on the success of the goals and mission of the command/unit/office. Justification provided should address how the employee exceeded the established performance standards. The RO will write more than concur with employee's self-assessment.

(6) Higher Level Reviewer. Review RO's rating and justification and if in agreement that the justification supports the rating, concur/approve and then return the appraisal to the RO. If the HLR doesn't agree the justification supports the rating, provide input to the RO and return the appraisal to the RO for additional justification.

4. Coordinating Instructions.

a. The initial DPMAP, PART AND PARB Brief was held at 1030 on Tuesday, 2 April after the Staff Meeting.

b. Additional DPMAP and Award Business Rules are provided at enclosure (3).

c. DPMAP, PART AND PARB Brief slides and this LOI are on the MCIPAC-MCBB CHRO Website: <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/>

d. Timeline for completion of performance appraisals and award recommendations is given at enclosure (4). Completed rating and award recommendation spreadsheets will be sent to the servicing CHRO NLT 1 May.

e. The last date for mass uploads with OCHR is 13 May. If not completed as mass upload, the RO will need to submit an RPA in the new DCHRM system for each award.

5. Administration and Logistics

a. Point of Contact is the servicing HR Director.

6. Command and Signal

a. Command. This letter of instruction is effective on the date signed.

4/5/2019

X Peter M Dawson

P. M. DAWSON

Signed by: DAWSON.PETER.MURRAY.1163872575

DISTRIBUTION: MCIPAC List B

Award Recommendation Spreadsheet

								AWARD RECOMMENDATIONS - PICK ONLY ONE BLOCK				
Installation Name	UIC/PAS	Org Struct	Organization	Employee Name	Rating Official	Higher Level Reviewer	SUMMARY RATING FROM DPMAP	MONETARY	TIME OFF	MONETARY & TIME OFF	QSI (Summary Rating of 5.0)	No Award
MARINE CORPS BASE CAMP BUTLER	67400	SC3	G-1	Employee 1	Rottinger, Jennifer L	Barton, Diane P	4			X		
MARINE CORPS BASE CAMP BUTLER	67400	SC3	G-1	Employee 2	Rottinger, Jennifer L	Barton, Diane P	3.5			X		
MARINE CORPS BASE CAMP BUTLER	67400	SC6A	G-1	Employee 3	Salvadorramos, Daniel CWO	FRANKS, MICHAEL H CWO5	5				X	
MARINE CORPS BASE CAMP BUTLER	67400	SC7	G-1	Employee 4	Sukalski, Thomas J	Fuentes, Robby D	3.5		X			
MARINE CORPS BASE CAMP BUTLER	67400	SC3	G-1	Employee 5	Rottinger, Jennifer L	Barton, Diane P						
MARINE CORPS BASE CAMP BUTLER	67400	SC1	G-1	Employee 6	Sutton, Anthony K	Sukalski, Thomas J						
MARINE CORPS BASE CAMP BUTLER	67400	SC3	G-1	Employee 7	Rottinger, Jennifer L	Barton, Diane P						
MARINE CORPS BASE CAMP BUTLER	67400	SC	G-1	Employee 8	Nguyen, Van Q	Dawson, Peter M						
MARINE CORPS BASE CAMP BUTLER	67400	SC	G-1	Employee 9	Dawson, Peter M	Jones, David E Col						
MARINE CORPS BASE CAMP BUTLER	67400	SC3	G-1	Employee 10	Sykes, Jasmine A	Rottinger, Jennifer L						
MARINE CORPS BASE CAMP BUTLER	67400	SC3	G-1	Employee 11	Rottinger, Jennifer L	Barton, Diane P						

Enclosure (1)

NON-DISCLOSURE AGREEMENT

As a PARB CHAIRPERSON, MEMBER, AC/S, Special Staff, Commander or ADMINISTRATIVE SUPPORT to the above, I participate in, or am privy to, decisions related to DPMAP awards. I understand that award recommendations and PARB deliberations (whether written or oral) are confidential, are for official use only (FOUO), and may include personally identifiable information protected by the Privacy Act.

The award process will include information and discussions relating to DPMAP ratings of record and employee performance; funding determinations; and, recommended and final awards.

I agree not to disclose award information to persons other than the AC/S, Special Staff, or Commander of the respective section, on an as needed basis, to the CHRO point of contact. I agree to coordinate any other disclosure of the awards process with the servicing legal office prior to releasing any information, including disclosures for official inquiries and investigations.

I understand that violation of this Nondisclosure Agreement may subject me to disciplinary action, discharge and/or to the civil and criminal penalties of the Privacy Act.

TYPED NAME	
SIGNATURE	
DATE	

Enclosure (2)

DPMAP and Awards Business Rules

Where practical, Assistant Chiefs of Staff (AC/S) and Section Directors should be participants of the QSI PARB. If a PARB member is recommended for a QSI, they may not participate in making decisions about their own award.

Employees who transferred to another Federal agency and received a rating of record could be eligible for an award. Divisions have the discretion to utilize a Military Interdepartmental Purchase Request (MIPR) of funds for a monetary award for an employee who received a rating of record prior to their departure. It is the Division's responsibility to coordinate the MIPR between its budget office and the departed employee's new budget office.

Employees who have been on a performance plan for less than 90 days will not be eligible for a rating of record and will not participate in the awards process.

All aspects of an individual's compensation profile should be considered when making award recommendations, to include recent promotions, within-grade increases, and any time off awards paid out during the performance cycle.

Anyone with access to award recommendations, as well as the PARB participants, will be informed in writing as to the non-disclosure policy and will be required to sign a non-disclosure agreement prior to accessing award recommendations and/or PARB deliberations. See Enclosure (2).

PARB members and the PARB administrative support will utilize appropriate safeguards to protect employee information.

Disclosure of any employee's award prior to the award finalization is prohibited.

Monetary and time off award distributions will be determined by a share value that is commensurate with the average score of the ratings.

- A rating of 3.0 - 3.6 will equal 1 share, 3.7-4.2 will equal 2 shares, and 4.3-5 will equal 3 shares.
- Likewise, time off award distributions will be determined by the average score of the ratings.
- A rating of 3.0 - 3.6 may receive a 3 day time off award, 3.7-4.2 may receive a 4 day time off award, and 4.3-5 may receive a 5 day time off award.

Enclosure (3)

Employees with an overall performance rating of 5.0 are eligible to be considered for QSI, but the PARB will make the final award decision.

- In the event that a QSI eligible employee is not awarded a QSI, he/she would receive a monetary award, time off award, or a combination of monetary and time off in lieu of a QSI.
- Consideration should be given for getting a good distribution across all grades for the QSIs.
- Quality Step Increases (QSIs). The funding for QSI is separate from cash awards.
- Commands must exercise care in recommending QSIs as they represent a continuing labor obligation for the Command.
- An employee may not receive both a monetary award and a QSI.
- Care should be taken to ensure the QSI is in the best interest of the employee, due to the placement in a longer waiting period for within-grade increases.

Enclosure (3)

Timeline

- 31 Mar: End of FY19 Appraisal Period
- NLT 13 Apr: Employees complete self-assessments
- NLT 22 Apr: ROs complete their assessments
- NLT 29 Apr: HLRs complete their review/concurrence and finalize appraisals
- NLT 1 May: ROs/HLRs/Commanders submit ratings and award recommendations to Servicing CHRO using enclosure (1)
- NLT 8 MAY: QSI PARB convenes/completes deliberations
- Week of 6 May: Servicing CHRO finalizes PART, QSI awards, and completes and QCs all mass upload spreadsheets for submission to OCHR
- 13 May: Last date for CHRO to submit mass upload spreadsheets to OCHR for awards processing
- 2 Jun: Employees may be notified of award decisions

Grievance. Failure to receive an award, the amount of an award, and the type of award is not grievable through the administrative grievance procedure or the negotiated grievance procedure.

Enclosure (4)