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IN REPLY REFER TO:

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M&RA/MPC

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From: Deputy Commandant, Manpower & Reserve Affairs

Subj: LETTER OF INSTRUCTION FOR IMPLEMENTING THE DEFENSE PERFORMANCE
MANAGEMENT AND APPRAISAL PROGRAM

Ref: (a) DOD 1400.25 V 431
(b) DON Interim Guidance Memorandum on the Defense Performance
Management and Appraisal Program

1. Purpose. To establish Marine Corps policy and assign responsibility for implementing the Defense Performance Management and Appraisal Program (DPMAP) for employees covered by the program.

2. Applicability. The DPMAP covers all appropriated fund bargaining and non-bargaining unit civilian positions in the Marine Corps previously covered by the Interim Performance Management System (IPMS) or the Performance Appraisal Review System (PARS). Employees hired into positions previously covered by IPMS or PARS are likewise covered by the DPMAP.

3. Background. The National Defense Authorization Act (NDAA) 2010 directed the design and implementation of a new performance management program that is fair, credible, and transparent. The result is the DPMAP.

a. DPMAP has a three level rating pattern, 1- unacceptable, 3- fully successful, and 5- outstanding.

b. The rating cycle is from April 1 through March 31.

c. DPMAP requires a minimum period of 90 days under an approved plan to be eligible for a rating.

d. The program requires a minimum of three performance review discussions between the supervisor and employee, with more highly encouraged.

4. Implementation. The following key points shall be followed:

a. Supervisor/Rating Official

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

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

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(3) Develop performance plans based on duties and responsibilities in the position description that are linked to organizational mission and goals.

(4) Communicate performance expectations and outcomes to employees.

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

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

(7) Document and provide feedback to the employee for progress review(s).

(8) Prepare the rating of record with narrative justification for all element rating levels.

(9) Take action if performance declines or falls below the "Fully Successful" level in any performance element.

(10) Maintain position hierarchy; review MyBiz+ for Managers and Supervisors Suspense/Pending Actions folder and take timely action on personnel notices and actions.

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

b. Higher Level Reviewer (HLR)

(1) Review and approve ratings of record and performance decisions.

(2) Ensure rating officials execute the performance management process within established guidelines and timeframes.

(3) Approve employee performance plans.

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 the supervisor's expectations and request clarification when necessary.

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

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(4) Prepare for and participate in performance discussions.

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

(6) Review MyBiz+ for accuracy.

d. Human Resource Offices (HRO)

(1) Provide DPMAP training to employees and supervisors. Training may be conducted in-person in the classroom, encompassing 1 day utilizing the seven (7) module DOD provided course materials or online for employees and supervisors who serve in remote locations.

(2) Ensure DCPDS data elements, specifically Supervisory/Manager codes, Supervisory hierarchy (including military supervisors of civilians) are accurate, and All DPMAP covered employees have a "Y" in the "Covered under New Beginnings" field in DCPDS.

(3) Ensure all military supervisors of civilian employees have DCPDS MyBiz+ accounts.

e. Appraisal Cycle. The appraisal cycle for Marine Corps bargaining and non-bargaining unit employees covered by DPMAP is 1 April through 31 March. During the transition year, non-bargaining unit employees will have an extended performance cycle of 1 October 2017 through 31 March 2019. Due to the length of the performance period, two progress reviews will be completed. Bargaining unit employees will transition to DPMAP 1 April 2018. For the period of 1 October 2017 to 31 March 2018, bargaining unit employees will have a six month performance period under PARs. Administratively determined (AD) employees at the Marine Corps University (MCU) will have an appraisal cycle of 1 October through 30 September to coincide with the academic schedule at the University. This is a DOD approved exception to the DPMAP policy.

f. Effective Date of Appraisal. A rating of record is final when it is signed by the employee's supervisor, in his or her capacity as a rating official, and when reviewed and approved by the HLR. A rating of record finalized before 1 June will be effective 1 June. For the AD staff of MCU, a rating of record will be effective no later than 60 days after the conclusion of the appraisal cycle.

5. MyPerformance Appraisal Tool

a. 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 copies of DD Form 2906 that are not documented in MyPerformance tool will be retained in the employee performance file (EPF).

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b. 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.

c. 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.

d. 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. Standardized supervisory performance elements have been established for Marine Corps civilians in supervisory positions.

6. Questions may be directed to the Marine Corps Performance Management Program office, MPC-40 at (703)784-9763. Commands will receive additional guidance and program requirements associated with DPMAP as developed.



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