

# DPMAP Information Update

<https://compo.dcpds.cpms.osd.mil/>

- Performance elements describe what work is to be performed
  - ❑ Performance plans must have a minimum of one critical performance element, maximum of 10, and each performance element must have associated standards that define expectations
  - ❑ The number of supervisory performance elements on performance plans for supervisors will equal or exceed the number of non-supervisory (technical) performance elements
  - ❑ An organization *may* have standardized performance elements

DoD Instruction 1400.25, Vol. 431

- Standards describe how the requirements and expectations provided in the performance elements are to be evaluated
  - Should be written using SMART criteria
  - Must be written at “Fully Successful” level for each performance element
  - Avoid using absolute standards (e.g., 100 percent, always, or never) unless critical to life and safety

DoD Instruction 1400.25, Vol. 431

**S** Specific

**M** Measurable

**A** Achievable

**R** Relevant

**T** Timely

**A change to the Performance Plan may be needed if there:**

Are there new organizational goals

Is a change in assignment(s), position, or duties

Are outside influences beyond an employee's control that make the original performance elements unachievable

Is a change in assumptions about what can be reasonably achieved during the performance appraisal cycle

Are new priorities

Are shifts or changes in mission

- ✓ **Minimum 90 calendar days for:**
  - **Monitoring of approved performance plans**
  - **Employee performance of new performance elements**

DoD Instruction 1400.25, Vol. 431

## Performance Discussions

- DPMAP requires *three* performance discussions between supervisor and employee during the performance appraisal cycle.

***THEY ARE:***



- In addition to those required, *more frequent and meaningful periodic discussions between supervisors and employees are HIGHLY encouraged. They help to:*

- ✓ Understand expectations toward goals
- ✓ Facilitate supervisor-employee engagement
- ✓ Increase the amount of feedback
- ✓ Contribute to a more complete and accurately documented appraisal
- ✓ Encourage supervisors to recognize and reward deserving employees in a more timely manner

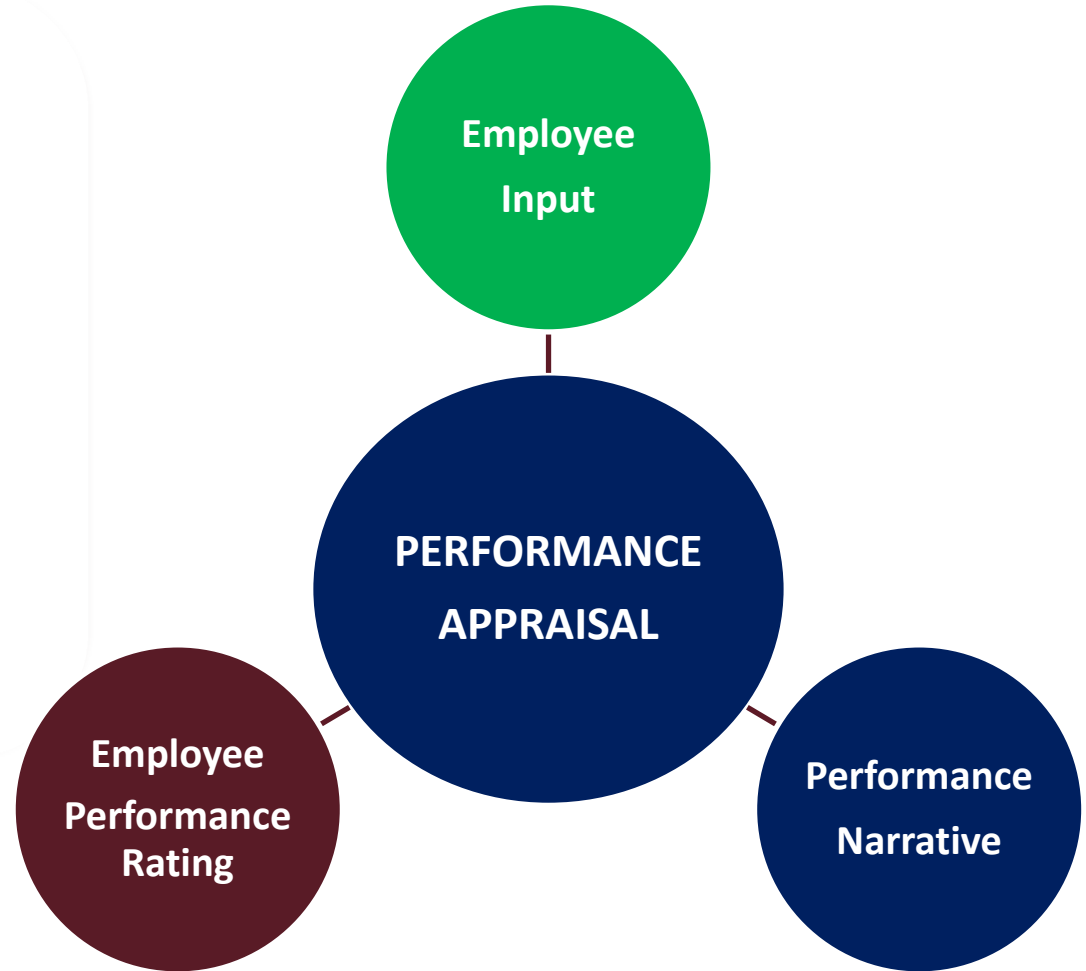
- All performance discussions should be given sufficient, uninterrupted time, in a suitable private location, and results documented.

**After discussion(s), finalize a written performance plan.**

**It's important that both the supervisor and the employee understand the performance plan, even if not in agreement.**

**Plans must be clearly communicated to and acknowledged by employees.**

- ✓ Prepared and documented in the *MyPerformance* Tool on DD 2906
- ✓ Performance Appraisal Cycle *01 April to 31 March*
- ✓ Performance Ratings
  - *5 - Outstanding*
  - *3 - Fully Successful*
  - *1 - Unacceptable*





## (5) OUTSTANDING

- The average score of all performance element ratings is 4.3 or greater, with no element being rated a “1”, resulting in an overall rating of record that is a “5”.

## (3) FULLY SUCCESSFUL

- The average score of all performance element ratings is less than 4.3, with no element being rated a “1”, resulting in an overall rating of record that is a “3”.

## (1) UNACCEPTABLE

- Any performance element rated as a “1”.

- ✓ At the end of the appraisal cycle, an employee’s performance is rated by his or her supervisor against the employee’s performance plan.
- ✓ Employee must be provided a written rating of record and been under an approved performance plans for 90 calendar days.

## Level 5 - Outstanding

- Produces exceptional results or exceeds expectations well beyond specified outcomes
- Sets targeted metrics high and far exceeds them (e.g., quality, budget, quantity)
- Handles roadblocks or issues exceptionally well and makes a long-term difference in doing so
- Is widely seen as an expert, valued role model, or mentor for this work
- Exhibits the highest standards of professionalism

## Level 3 – Fully Successful

- Effectively produces the specified outcomes, and sometimes exceeds them
- Consistently achieves targeted metrics
- Proactively informs supervisor of potential issues or roadblocks and offers suggestions to address or prevent them
- Achieves goals with appropriate level of supervision

## Level 1 - Unacceptable

- Does not meet expectations for quality of work; fails to meet many of the required results for the goal
- Is unreliable; makes poor decisions; misses targeted metrics (e.g., commitments, deadlines, quality)
- Lacks or fails to use skills required for the job
- Requires much more supervision than expected for an employee at this level

- A rating of record is official even if the employee does not sign it
- If possible, differences should be resolved informally
- If they cannot be resolved, the employee:
  - May raise issues related to the performance appraisal process through the administrative grievance system or, where applicable, the negotiated grievance procedure.
  - Has the right to appeal performance-based actions.
    - Title 5, Code of Federal Regulations §432 and §752



## Employees:

- Identify achievable performance elements and standards for themselves
- Provide input to supervisor regarding the performance plan
- Ask questions to clarify the supervisor's expectations of their performance

## Supervisors:

- Compile list of tasks
- Establish appropriate performance elements
- Establish quantifiable and measurable standards
- Communicate approved performance plan to employee and how performance expectations link to organizational goals
- Encourage continuous, meaningful two-way communication
- Proactively communicate the plan to the employee
- Provide a copy of the approved performance plan
- Conduct performance planning discussions
- Modify the performance plan, as needed

## DPMAP Online Training

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- Log in EAMS-A at <https://www.lms.army.mil/>
- Click on "Search for Training" under "Home"
- Type in DPMAP then click the Search option
- Select DPMAP Training - Army, then register to take the training