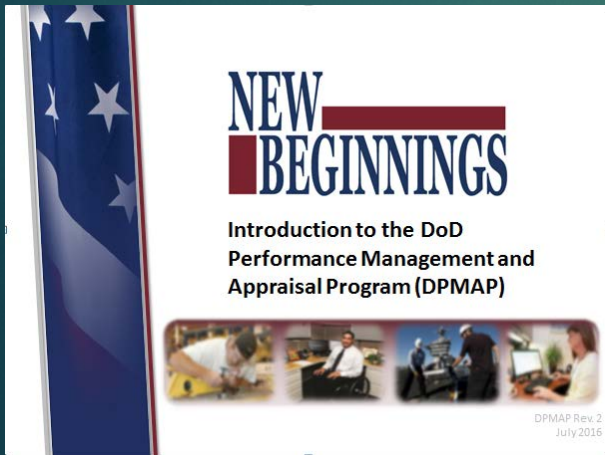


# DPMAP

## Defense Performance Management and Appraisal Program



***Presented by: Career Management  
Naval Acquisition Career Center  
Mechanicsburg, PA***

# Agenda



DPMAP Overview



Performance Management



Top Issues in DPMAP



NADP DPMAP Statistics



Resources



Questions





# Overview



## ***DPMAP is...***

- **Part of a larger DoD-wide initiative called New Beginnings**
- **A result of looking at performance management, hiring flexibility and workforce incentives**
- **Unified system that will be the single performance management program for all DoD GS and WG civilians**
- **Standardized approach across DoD with an emphasis on greater communication and employee recognition.**

# Overview

## *How does it work?*

- **Standard rating cycle of 1 April through 31 March.**
- **Ratings: outstanding, fully successful & unacceptable.**
- **Automated tool in MyBiz will be used by both employee and supervisor to manage the process.**
- **Full details are on the Defense Civilian Personnel Advisory Service (DCPAS) site at:**



<https://www.cpms.osd.mil/Subpage/NewBeginnings/DPMAP>





# Performance Management



## ***5 CFR §430.12***

Performance Management is the systematic process by which in an Agency involves its employees, as individuals and members of a group, in improving organizational effectiveness in the accomplishment of Agency mission and goals.

Performance Management should be a continuous process of communication, development and results.



# Performance Management



Continuous  
Recognition  
and Rewards



Fosters Cultural  
and Attitudinal  
Change



Automated  
Performance  
Appraisal Tool

# Performance Management



<b>5</b>
<b>3</b>
<b>1</b>

**Performance  
Appraisal Cycle**

**April 01  
through  
March 31**

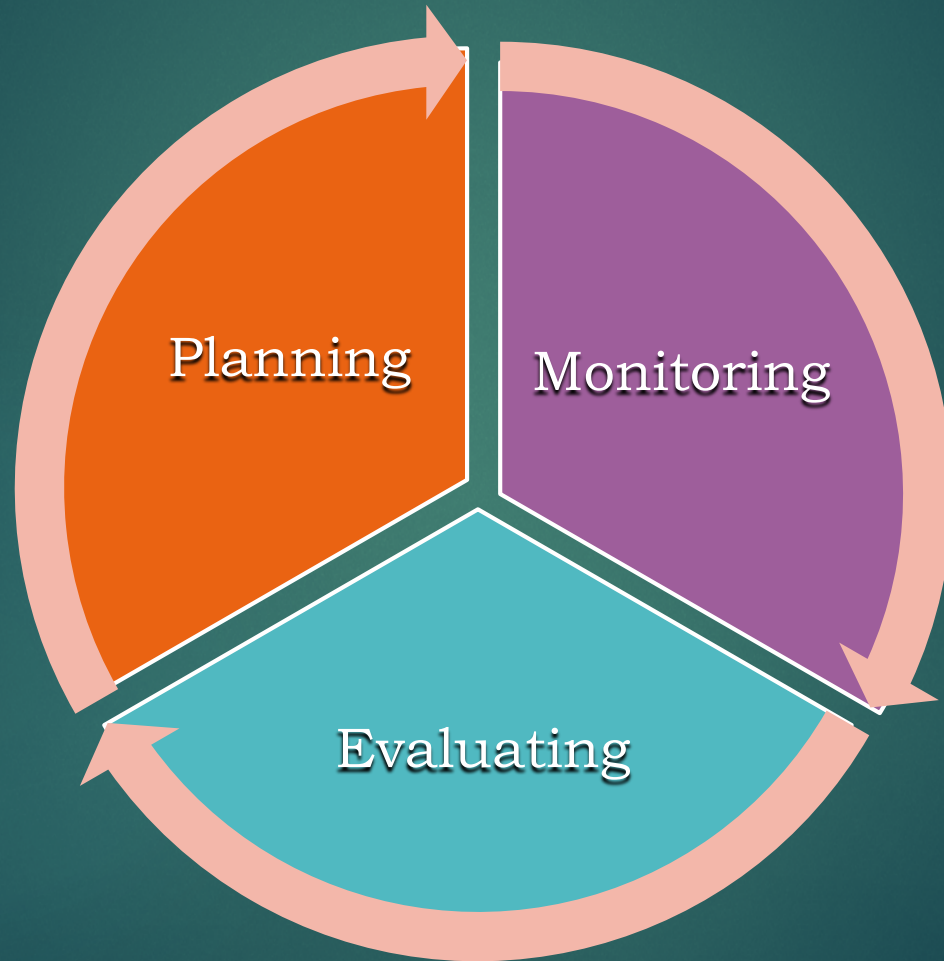
**Minimum of  
THREE  
Performance  
Discussions are  
*Required*  
BUT MORE  
RECOMMENDED**

**Three-Level  
Rating Pattern**

**Outstanding (5)  
Fully Successful (3)  
Unacceptable (1)**



# Performance Management





# Performance Management

**Critical 1<sup>st</sup> step**

**Essential to achieving & sustaining high performance**

**Supervisor establishes & clearly communicates expectations**

**Supervisor & employee share responsibility for planning performance**



**Planning**

# Performance Management

## **Create Performance Plan**

- **1 April**
- **Within 30 days of EOD**

## **Employee Notification**

## **Employee Review**

## **Higher Level Reviewer**

## **Approval & Acknowledgements**



Planning



# Performance Management

## **NADP Employee Mission Goals and Performance Elements**

### **NADP Mission Goals:**

The Department of the Navy (DON) established the NADP which is comprised of entry level and associate employees. The purpose of the NADP is to develop highly skilled professionals to meet projected DON Acquisition Workforce requirements. It is a centrally funded, two to four year training program executed for the Director, Acquisition Career Management (DACM) by the Naval Acquisition Career Center (NACC).

### **Performance Element #1 - IDP Competencies:**

Develop a NACC approved Individual Development Plan (IDP) and execute the competencies identified on the IDP at the necessary proficiency levels making measurable progress toward learning the skills required for your assigned acquisition career field.

### **Performance Element #2 - DAWIA Competencies:**

Attain or be working toward the appropriate DAWIA certification prescribed in the IDP, within the allotted time frames.

# Performance Management

## **Performance Element #3 - Teamwork, Organization and Communication:**

A successful NADP employee will display adaptability and decisiveness in the performance of their training and on the job tasking while working at the host command or any rotational assignments. Success in this critical element will be based on supervisory observations and evaluations at the host command and any rotational assignments. Supervisors will consider the ability to work with others as part of a team:

- Individual performance as part of the team.
- Accepting and completing assignments, with the ability to communicate your understanding of assignments and relevant policies and procedures.
- Adapting to changes.
- Following supervisory and/or training instructions.
- Providing good customer service/satisfaction.
- Effective use of time and resources.

In addition, you must demonstrate the ability to perform the duties/critical elements of your current grade level.



# Performance Management



Continual & consistent monitoring of assignments & projects

Ongoing feedback to employees & work groups

Communication is most important determinant of success

Communication is a two-way process & responsibility of supervisor & employee



# Performance Management

## Progress Review

- Start process 1 October
- Must be completed by 31 October
- Must be on approved plan for at least 90 days

Discussion with employee

RO, HLR & employee  
signatures





# Performance Management

Rate employee performance against elements & standards

Must be under approved plan for at least 90 days

Required to rate & provide rating of record for each performance element

Communication is a two-way process & shared responsibility of both the supervisor & employee



Evaluating

# Performance Management

End of Cycle (Annual) or  
Close Out Evaluation

At least 90 days under  
approved plan

18-22 March :Employee  
input

25-29 March: RO input

1-5 April: HLR review &  
return to RO for delivery to  
& signature by employee

8-12 April: Employee and  
RO sign - return to HLR for  
signature



Evaluating



# Performance Management

Good Times

Recognizing Performance

Rewarding Performance

Work on writing skills



# Performance Management

## Not So Good Times

Recognizing Performance Issues

Identify Deficiencies

Work on writing skills

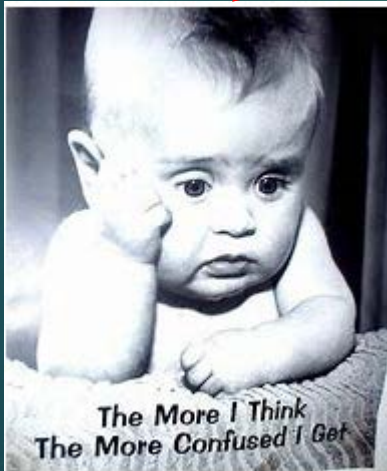
Determine if issues are Performance or Conduct

Take appropriate action in a timely manner

Should not be the first that employee or NACC is aware of an issue

Good times become  
good memories and  
bad times become  
**GOOD LESSONS**

# Performance Management



Can't do is  
Performance

Call Your  
NACC Career Manager



Won't do is  
Conduct



# Top Issues in DPMAP

Employee cannot create a plan because they are not recognized by DPMAP. Position and Sequence number must be provided to NACC CM so that we can have NETC/OCHR update.

- *The MyPerformance tool is only available to employees and supervisors whose position is covered by the new DoD Management Policy contained in DoDI 1400.25 Version 430, dated August 5, 2015, and whose organization is scheduled for immediate transition to the new performance program.*

Employee cannot find their supervisor. Either supervisor doesn't have access to DPMAP or the employee doesn't use the correct name (system is sensitive to Jr., Sr., III, recent name changes, nick names etc.).

- *i.e. – Vaughan, Jr, David P*

# Top Issues in DPMAP

In IPMS, graduating employees would do a closeout assessment, however in DPMAP, graduating employees would do an annual assessment.

Employee changes the appraisal default end date. The date must remain as populated in the system or an error occurs.

Selecting NACC or NETC Employees as their RO or HLR

# Top Issues in DPMAP

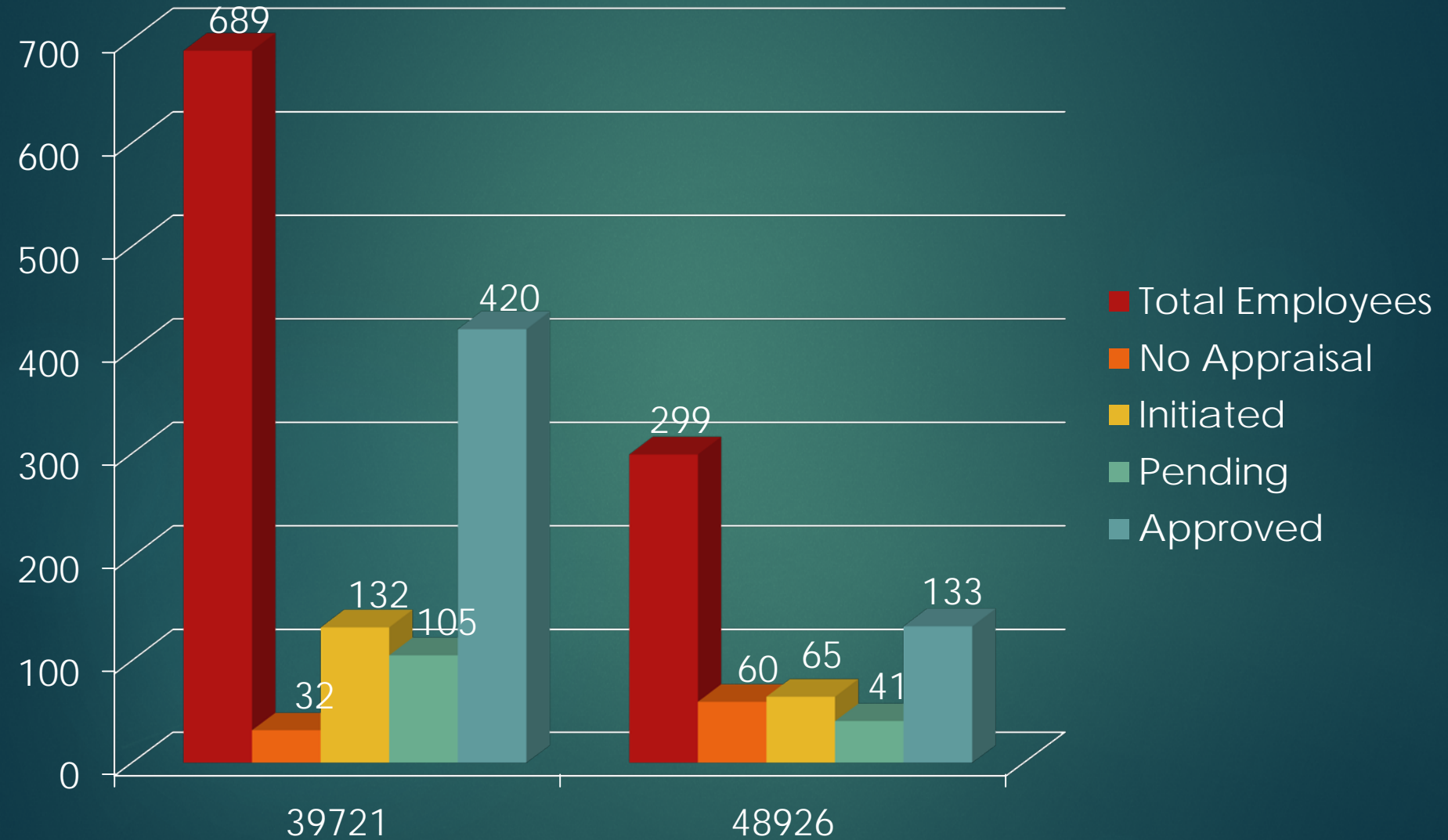
Employees are trying to change Supervisor (NACC Employee) in MyBiz.

RO and HLR MUST BE bona fide supervisors in DCPDS

Names of supervisors are seen and selected by the employee but the supervisor cannot see the DPMAP plan in MyBiz to take action. This usually takes homeport command initiated OCHR action to correct.



# NADP DPMAP Statistics



# Resources



<https://www.cpms.osd.mil/Subpage/NewBeginnings/DPMAP>



<http://www.secnav.navy.mil/rda/workforce/Pages/NADP.aspx>



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

**And of course, you can always contact your  
NACC Career Manager for assistance.**





Questions