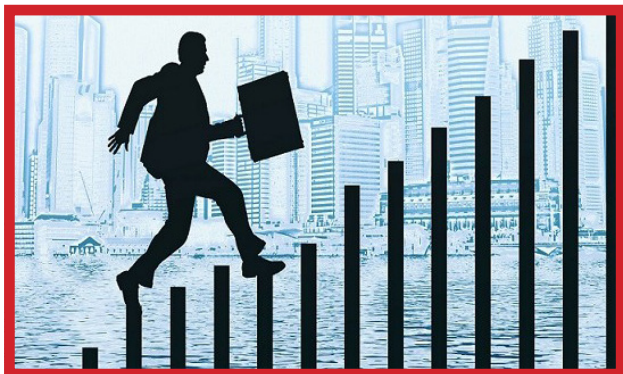


The Department of Defense Performance Management and Appraisal Program (DPMAP) is the DoD's system for assessing and evaluating employees' execution of job tasks and responsibilities. Both, employees and supervisors must ensure that milestones are completed in a timely manner.



Follow these easy steps to ensure compliance:

1. REVIEW DPMAP milestones periodically.
2. Participate during performance reviews and discussions.
3. COMPLY with milestones' NLT date.



LtGen Loretta E. Reynolds
Deputy Command for Information

Mr. Stephen R. Ramp
Division Director, Workforce Management

Mr. David L. Close
Division Deputy, Workforce Management

DCI

DEPUTY COMMANDANT FOR INFORMATION

Department of Defense Performance Management & Appraisal Program

YOUR SUCCESS COUNTS!

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**DPMAP 2019-2020
Performance Appraisal Dates**

Start Date: 20190401 | End Date: 20200331 |
Rating of Record Effective Date: 20200601

DPMAP PLAN OF ACTION & MILESTONES

NLT 12 APR 19	RATING OFFICIAL MEETS WITH EMPLOYEE TO DISCUSS PERFORMANCE PLAN, EXPECTATIONS AND SIGN THE PLAN ACKNOWLEDGING RECEIPT
NLT 19 APR 19	RATING OFFICIAL FORWARD PERFORMANC PLAN TO SENIOR RATING OFFICIAL
NLT 26 APR 19	SENIOR RATING REVIEW PERFORMANCE PLAN AND SIGN AND RETURN TO THE RATING OFFICIAL
PROGRESS REVIEW	
NLT 9 SEP 19	EMPLOYEE SELF ASSESSMENTS DUE TO RATING OFFICIAL
NLT 13 SEP 19	RATING OFFICIAL ASSESSMENT COMPLETED
NLT 17 SEP 19	RATING OFFICIAL MEETS WITH EMPLOYEE TO DISCUSS PROGRESS REVIEW AND ANY ADJUSTMENTS IN EXPECTATIONS FOR THE REMAINDER OF THE PERIOD. THE EMPLOYEE SIGNS THE PROGRESS REVIEW ACKNOWLEDGING RECEIPT
SECOND PROGRESS REVIEW (OPTIONAL)	
NLT 9 JAN 20	EMPLOYEE SELF ASSESSMENTS DUE TO RATING OFFICIAL
NLT 14 JAN 20	RATING OFFICIAL ASSESSMENT COMPLETED
NLT 20 JAN 20	RATING OFFICIAL MEETS WITH EMPLOYEE TO DISCUSS PROGRESS REVIEW AND ANY ADJUSTMENTS IN EXPECTATIONS FOR THE REMAINDER OF THE PERIOD. THE EMPLOYEE SIGNS THE PROGRESS REVIEW ACKNOWLEDGING RECEIPT

ANNUAL ASSESSMENT	
NLT 4 MAR 20	EMPLOYEE SELF ASSESSMENTS DUE TO RATING OFFICIAL
NLT 16 MAR 20	RATING OFFICIAL ASSESSMENT COMPLETED AND SUBMITTED TO SENIOR RATING OFFICIAL
NLT 23 MAR 20	SENIOR RATING OFFICIAL REVIEW COMPLETED AND APPROVED APPRAISAL RETURNED TO RATING OFFICIAL
NLT 30 MAR 20	RATING OFFICIALS COMMUNICATE RESULTS OF APPROVED APPRAISAL TO EMPLOYEE & OBTAIN EMPLOYEE ACKNOWLEDGMENT
PERFORMANCE AWARD REVIEW BOARD (PARB)	
6-10 APR 20	PARB (COMPLETE REVIEW & MAKE DECISIONS)
NLT 17 APR 20	PARB (SUBMIT AWARD RESULTS TO HROM)
NLT 22 APR 20	RATING OFFICIAL INFORM EMPLOYEE OF PARB PERFORMANCE AWARD DECISION

Dates are subject to change by the DC I PARB and USMC Human Resources Office

Did You Know?

- Civilian Marines must complete an Individual Development Plan (IDP) NLT 30-days prior to each performance cycle, 31 March.
- Civilian Marines must complete two training courses within each performance cycle in a course related to the job series to which hired.
- When preparing your performance plan, include each course from the IDP in a critical element most closely related to the training.
- Supervisors must complete a narrative statement when employee was on a performance plan for at least 90-days and there are MORE than 90- days remaining in the appraisal cycle.
- Supervisors must complete a rating of record when employee was on a performance plan for at least 90-days and there are LESS than 90-days remaining in the appraisal cycle.
- During progress reviews, the supervisor and employee discusses and measures progress up to that point. Then, discuss challenges, barriers, opportunities, options and strategies to accomplish each critical element.
- Supervisors must hold AT LEAST three (3) documented performance discussions: 1. Communicating the Performance Plan, 2. Progress Review, and 3. Annual Appraisal.

GUIDANCE FOR RATING OFFICIALS OF DETAILED EMPLOYEES

Supervisor of Record is responsible for:

1. Completing the performance plan, progress reviews and rating of record (and all documents requested by the Performance Award Review Board (PARB)) for employees detailed for **LESS than 90-days**.

Supervisor of Detail is responsible for:

1. Ensuring employee's performance plan reflects the supervisor of detail's name when the period of detail is **90-days or MORE**.
2. Completing the performance plan, progress reviews and rating of record (and all documents requested by the Performance Award Review Board (PARB)) for employees detailed for **90- days or MORE**.
3. Providing performance input to the Supervisor of Record when an employee is detailed for **LESS than 90-days**.