**GUIDANCE FOR USMC RATING OFFICIALS:**

**DEFENSE PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP)**

**2021 APPRAISAL PERIOD (1 APRIL 2020 THROUGH 31 MARCH 2021)**

The 2021 DPMAP appraisal period will end on 31 March 2021. This guidance contains information and links to resources that you will find helpful as you complete your rating official responsibilities using the MyPerformance tool.

**CHECK THE BASICS**

* Make sure the performance plan is in an approved status. An approved status means the performance plan was approved by the higher level review official and acknowledged by the employee.
* Check the dates on the performance plan to make sure they are correct.
  + The ending date must be 31 March 2021 (except in the case of an extended rating period). If an appraisal period has been extended, the end date of the rating period will be the end date of the extension.
  + The appraisal effective date must be 1 June 2021, unless the appraisal period was extended beyond 1 June.

**REQUEST EMPLOYEE SELF ASSESSMENT**

* Prior to 23 March, ask employees to start completing their self-assessment for the annual appraisal.
  + Give your employees a due date of on/about 8 April for this to be accomplished.

* + If needed, provide the employee with a copy of:



* If the employee is not the current “owner” of the plan, transfer the plan to the employee.

**OBTAIN GUEST FEEDBACK (OPTIONAL)**

* DPMAP allows raters to request feedback from "guest" raters and reviewers. Guest feedback is visible to the rater but not to the employee.
* If you wish to use this feature, the please contact your DPMAP POC.

**GATHER AND REVIEW INFORMATION TO RATE EACH ELEMENT**

* Start gathering information about the employee's performance that you will need to rate each element.
* Remember to focus on the employee’s performance during the entire rating period, not just recent performance.

**ADD THE NARRATIVE TO THE APPRAISAL AND RATE EACH ELEMENT**

* This will help you navigate through the MyPerformance tool.



* Be sure to select the ANNUAL APPRAISAL tab when entering appraisal information.
* Marine Corps policy **requires that narratives must be included for each rated element** (including those rated Level 3 – Fully Successful).
  + The narrative for each element must support the rating assigned for the element.

**FORWARD THE APPRAISAL TO THE HIGHER LEVEL REVIEW OFFICIAL (HLRO)**

* The HLRO may approve the appraisal as submitted or may return it to the rater for change.
  + If the appraisal is returned for change, it must be re-submitted to the HLRO for approval after the changes are made.

**COMMUNICATE THE APPRAISAL AND SEND THE APPROVED APPRAISAL TO THE EMPLOYEE FOR ACKNOWLEDGMENT**

* This step encompasses more than just an acknowledgment through the MyPerformance tool. *Rating Officials are expected to* ***discuss*** *the appraisal with the employee*.

**CREATE THE PERFORMANCE PLAN FOR THE NEXT PERFORMANCE CYCLE**

* The elements and standards from last rating cycle can be copied into the new plan. After it is established, the approval process and employee acknowledgment must be completed for the plan to reflect a completed status.

**MAKE AWARD RECOMMENDATIONS**

* In coordination with the HLRO, submit award recommendations to the Performance Award Review Board (PARB) in accordance with the PARB’s guidance and deadlines.
* You may use DPMAP awards form shown on page 4 or other format established by your PARB.

**INFORM EMPLOYEES OF AWARD DECISIONS**

* The HRO will ensure the awards approved by the PARB are processed after verification of the PARB’s award decisions.
* Inform employees of awards granted prior to the award appearing on the employee’s leave and earnings statement. Your HRO will be able to tell you when to inform employees of the awards approved.

**SEE NEXT PAGE FOR ADDITIONAL (AND IMPORTANT) INFORMATION AND LINKS TO DPMAP POLICY, GUIDES, AND MORE**

**OTHER IMPORTANT INFORMATION**

**90 DAY MINIMUM PERIOD OF PERFORMANCE**. If an employee has not performed under an approved performance plan for 90 days, the appraisal period may be extended to meet the 90 day requirement. The appraisal period extension may not, however, interfere with the PARB process.

**UNACCEPTABLE/LEVEL 1 RATINGS**. A rating of Unacceptable may be issued only if, at the end of the performance cycle, the employee was previously notified in writing (e.g., letter of expectations, performance progress review, PIP, etc.) of the way in which the employee is performing at an unacceptable level). Remember, one element rated as Unacceptable will result in an overall rating of Unacceptable. PLEASE BE SURE YOU DON’T INADVERTENTLY RATE AN ELEMENT AT LEVEL 1.

**2021-2022 PERFORMANCE PLANS**. The 2022 rating period begins on 1 April 2021. Don’t forget to establish performance plans for employees by the end of April.

**EMPLOYEES WHO CAME ON BOARD AFTER 1 JANUARY 2021.** If the employee came from another DOD organization covered by DPMAP, the losing activity should have done a rating of record that will serve as the 2021 appraisal. If no rating was done, then a performance plan should be established and the employee rated after 90 days. For other employees, a performance plan may be established and the employee rated after 90 days or the appraisal period extended to 31 March 2021.

**INDIVIDUAL DEVELOPMENT PLANS (IDP)**. Don’t forget to collaborate with employees to establish developmental goals for the next performance year. MARADMIN 133/17 requires supervisors to put in place an IDP within 30 days of an employee coming on board and at the start of each appraisal cycle. The MyIDP module in TWMS will be used for the IDP.

**RESOURCES (WITH LINKS)**

[**"HOW TO" GUIDES - SLIDE SHOWS**](https://www.manpower.usmc.mil/webcenter/portal/MPC40)**.** MPC-40 developed slide shows for rating officials that cover each phase of DPMAP(establishing a performance plan, completing a progress review, and doing anannual appraisal). There is also a slide show for employees. The slides are located on the MPC website.

**USMC LETTER OF INSTRUCTION DPMAP POLICY 30 AUG 2017**. This Letter of Instruction establishes the basic DPMAP policy for the USMC. The significance of this LOI is that it establishes the requirement for higher level review of performance plans and ratings of record.



DON DPMAP POLICY. This the Navy’s DPMAP policy issued 28 March 2017. It establishes the DPMAP policy, including the requirement for narratives for each rated element, regardless of rating.



**DOD DPMAP 1400.25 V 431**. This is the DOD DPMAP policy.



**DOD DPMAP TOOLKIT**. This is a DOD guide that supplements DOD 1400.25 V 431. It provides easy to understand information about the entire DPMAP process.



**USMC LETTER OF INSTRUCTION - 2021 DPMAP AWARDS**. This LOI provides information about the performance-based awards process under DPMAP. It also includes a timeline of key actions (shown on page 5 of this guidance). Your command/PARB may set different deadlines. The award recommendation form may be used unless your PARB has established a different way of submitting award recommendations. A brief guide for rating officials highlighting some of the information in the LOI is included below.



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| **ACTION/EVENT** | **DATE** |
| End of appraisal period | 31 March |
| Final Performance appraisals reviewed by Employee and Rating Official | NLT 16 April |
| Final Performance appraisals approved by Rating Official and Higher Level Reviewer | NLT 30 April |
| Final Performance appraisal acknowledged and signed by Employee | NLT 30 April |
| Performance plans for next appraisal period established (i.e., approved by higher level review official and acknowledged by employee) | NLT 30 April |
| Award recommendations submitted to Performance Awards Review Board (PARB) Administrator along with appraisals (if any) required by the PARB | NLT 14 May |
| PARB completes award deliberations | NLT 9 June |
| PAR Tools submitted to HROM/LER | NLT 11 June |
| Employees notified of award decisions | NLT 30 June |

**TIMELINE OF KEY ACTIONS\***

**\*Please check with your PARB Administrator for deadlines specific to your PARB.**