



# The Chronicle

## Excellence in Action

If you have any topics, questions or comments for The Chronicle, send an e-mail to: [dha.bethesda.ncr-med.mbx.the-chronicle@mail.mil](mailto:dha.bethesda.ncr-med.mbx.the-chronicle@mail.mil)

DoD Instruction 1400.25 Vol. 431  
National Capital Region Medical Directorate Personnel

### DEFENSE PERFORMANCE MANAGEMENT APPRAISAL PROGRAM (DPMAP) Top Ten Things You Should Know

**#10** - All employees covered by the program will be on a single appraisal cycle that begins on April 1<sup>st</sup> thru March 31<sup>st</sup>.

**#9** - There are three formal documented face-to-face discussions required under the new program – An initial performance plan meeting, one progress review and a final performance appraisal discussion. Additional performance discussions are highly encouraged throughout the appraisal cycle with a focus on enhanced employee engagement.

**#8** - The minimum period of performance is 90-days for an employee to be eligible to receive an appraisal.

**#7** - The automated DoD Appraisal tool ‘MyPerformance’ will be used to manage the appraisal process. Employees and supervisors will use the tool collaboratively. The MyPerformance tool can be accessed through MyBiz prior to rolling into DPMAP.

**#6** - The new program includes a “savings provision”. This means that an employee that is undergoing a formal Performance Improvement Plan (PIP) remains in their current performance management program until the PIP is resolved. Resolution is either the employee successfully completes the PIP and then convert into DPMAP, or fail the PIP and are removed from federal service, changed to a lower grade or reassigned to another position. If they remain with the Agency after a change to lower grade or reassignment they would then convert into DPMAP.

**#5** - DoD Core Values, which form the foundation of the DoD performance culture are: “leadership, professionalism and technical knowledge through dedication to duty, integrity, ethics, honor, courage and loyalty”. This aids in developing a common awareness and to reinforcing the individual contribution to the overall success of both the DoD and organization’s missions.

**#4** - Supervisors *must allow* employees the opportunity to provide input into their performance elements and standards. While employees have the opportunity to provide input into their performance plans, supervisors are responsible for developing the performance elements and standards. Supervisors cannot establish performance elements and standards for team performance, only individual performance. Performance elements and standards must be written at the fully successful level using SMART criteria.

**#3** - DPMAP is a 3-tiered performance management program with the rating levels of “Level 5 Outstanding”, “Level 3 - Fully Successful” and “Level

1 – Unacceptable”. Each performance element will be given a rating that corresponds to these levels. All elements are critical and will not be weighted. The overall rating will be calculated in the MyPerformance tool by adding together the individuals ratings for each element and the sum will be divided by the total number of elements. This calculation will be used to determine the final overall rating – Outstanding, Fully Successful or Unacceptable.

**#2** - To promote a culture of enhanced employee engagement, supervisors are highly encouraged to use the full range of awards and recognition options, both monetary and non-monetary, throughout the year for effective performance, and not wait until the end of the appraisal cycle. Supervisors should ensure their employees are aware of the various options. Be sure to check with your local Human Resources office to see what is available to you and your employees.

**#1** - The amount of performance elements and standards for supervisors must be equal to or greater than the technical elements and standards, but there is no impact to position classification. What that means is that 50% or greater of the final rating will be based on how well they performed supervisory duties – remember, this program places strong emphasis on supervisory responsibilities and employee engagement.

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#### Words of Encouragement

*“The best preparation for tomorrow is doing your best today.”*

H. Jackson Brown, Jr.

## DPMAP – The Clock is Ticking

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## Days to Transition

Time is moving quickly for all components of the National Capital Region Medical Directorate to transition DPMAP. July 1, 2017 is a very important day for all Department of Defense civilian employees assigned to the National Capital Region Medical Directorate Headquarters, Walter Reed National Military Medical Center, Fort Belvoir Community Hospital, the Joint Pathology Center and subordinate clinics.

Here are a few things that rating officials and employees should know for preparedness:

1. The current performance management system known as the Employee Performance Plan and Results Report ends on June 30, 2017.
2. Military members preparing to change duty stations between April 30<sup>th</sup> and June 30<sup>th</sup> who supervise civilian employees must complete a close-out appraisal for their civilian employees.
3. During the annual close-out period employees are highly encouraged to complete a self-assessment. Remember, a well written assessment can serve as a marketing tool.
4. Rating officials must complete a performance assessment for each civilian employee that they supervise.
5. Rating officials should:
  - Commit to continued monitoring and developing of the employee with potentially increased supervision, if

needed

- Provide continuous performance feedback to employee
- Recognize excellent performance
- Be careful of “favorites”
- Address performance deficiencies; should not be a surprise to the employee
- Supervisor should have counseled and documented performance deficiencies prior to year-end appraisal stage
- Schedule sufficient time to meet with each employee privately to review their year-end appraisals
- During the meeting, stick to facts about the employee’s performance, and use the rating criteria and established expectations when discussing the rating
- Do not discuss conduct issues

6. Employees should:

- Not assume the worst; remember feedback might be for a job well done or contain suggestions for improvement
- Practice effective listening--without interrupting. Re-phrase what was said to ensure you fully understood
- Avoid being judgmental or too hard on yourself
- Ask for clarifying examples, or ask detailed questions to ensure understanding
- Engage in a two-way conversation, willingly and wholeheartedly. Show appreciation for constructive feedback

Rating officials and employees should be aware of the time sensitivities to complete assessments. Employee self-assessments should be completed and turned into the rating official no later than 7 business days after the end of the appraisal period.

Within 15 days after receipt of the employee self-assessment for appraisal period, the rating official will prepare Part C of the Employee Performance Plan and Results Report. The rating official shall consider the performance during the entire appraisal period (i.e., the employee's actual performance) and forward to the approving official for concurrence and signature authority.

## DPMAP Training Continues

Educational training is available to civilians and their supervisors in advance of the NCR MD’s July 1<sup>st</sup> transition to the new Department of Defense-wide Performance Management and Appraisal Program (DPMAP) until May 31<sup>st</sup>. DPMAP training is mandatory and ongoing with Module 1 offered in a large group setting such as a Town Hall facilitated by an instructor. To access the modules online, go to Joint Knowledge Online (JKO) and register in the courses listed at <http://jko.jten.mil/>

### • **DOD Performance Management and Appraisal Program (DPMAP) DPMAP102: Modules 1 – 7 (5 Hours)**

In lieu of the online courses, we encourage staff to take the one-day course that started in January and continue through May 2017. Paper versions will be available for those who have no access to a computer. For additional training information, go to the New Beginnings website at:

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

Visit the NCR MD DPMAP website for more information at:

<https://www.capmed.mil/EmployeeServices/DPMAP/SitePages/Home3.aspx>

and/or contact:

Lisa S. Wilson at 301.319.8510,  
Lisa.S.Wilson.civ@mail.mil.

Questions or concerns can be emailed to mailbox: [dha.bethesda.ncr-med.mbx.dpmap-inbox@mail.mil](mailto:dha.bethesda.ncr-med.mbx.dpmap-inbox@mail.mil).



## Employment of Retired Members of the Armed Forces

The National Defense Authorization Act for 2017, effective December 23, 2017, repealed the statutory provision that previously allowed the Department of Defense (DoD) to waive the 180-day waiting period immediately following retirement to appoint retired members of the Armed Forces to civilian positions during a state of national emergency without Component Secretary approval. Appointments of retired members of the Armed Forces to positions in any DoD Component during the 180-day period immediately following retirement may be made only when the appointment is to a position with an approved Special Salary Rate *or* the proposed appointment is approved by an official with delegated authority and is to a position for which candidates are not available for consideration through the DoD Priority Placement Program, the Reemployment Priority List, and the Interagency Career Transition Assistance Plan for Displaced Employees and more highly qualified personnel are not available among the employees considered.

The 180-day waiting period applies to all appropriated fund civilian positions in the competitive and excepted service, Non-Appropriated Fund positions (NAF), and Senior Executive Service, Senior Level, and Scientific and Professional positions, regardless of whether the positions are permanent, temporary, term, part-time, full-time, flexible, or intermittent. On March 16, 2017, the Defense Health Agency delegated authority to the Director for the National Capital Region Medical Directorate as the approval authority to appoint retired military members to grades GS-13 positions and below within 180 days immediately following retirement. For appointment of retired military members to grades GS-14 and above requires approval of the Deputy Director, Defense Health Agency. Each appointment of a retired member of the Armed Forces during the 180-day period immediately following retirement from active duty must comply with the spirit and intent of the law and DoD policy.

On March 16, 2017, the NCR MD Headquarters, Personnel Branch published guidance establishing procedures for the employment of retired members of the Armed Forces. Waiver request packets require the Activity Director's endorsement.

In addition to Director's endorsement, supporting documentation must be provided which compares the qualifications of the proposed appointee to other eligible candidates. Directors seeking waivers must address the relationship between the position to be filled and the proposed appointee's previously held military position in the

organization, before retiring. The justification must explain why other available candidates will not be able to satisfactorily perform the duties of the position within a reasonable amount of time. Directors are reminded that no fair advantage be given for the employment for retired military candidates.

## Civilian Tuition Assistance Program

Are you interested in developing your professional skills through job-related or career enhancing courses but have not been able to do so due to lack of funding? Did you know that GS employees can receive up to \$8,000 per fiscal year towards tuition fees for job-related education and training? This article will inform you on how the Civilian Tuition Assistance Program can help you achieve some of your professional goals.

The Civilian Tuition Assistance Program is designed to provide civilians the opportunity to further their professional development consistent with their career by making available payments of up to \$8,000 per fiscal year for tuition fees. Payment under the program is discretionary and limited by the availability of funding. Although this program is not an entitlement or benefit of employment, it can be a win-win for employees and their organizations. Through this program, employees can gain the opportunity for job related, career enhancing self-improvement, while the organization will acquire the benefits of retaining better trained and effective employees.

Eligibility for participation in the program requires that employees establish an Individual Development Plan (IDP) with supervisor approved job related courses. Courses must not be for the primary purpose of obtaining a higher academic degree or for obtaining a lateral or lower level degree. Courses must be taken at institutions that meet the conditions specified in the applicable Administrative Instructions (AI). Tuition Assistance approval also requires employees to sign a service agreement with the government prior to the commencement of training to continue in service for a period of at least equal to three times the length of the training period.

Detailed information on the program and application process can be found in NCR MD AI 12410.2B AI which is located at <http://www.capmed.mil/CapMedServices/CapmedIssuance/SitePages/AdminInstructions.aspx>.



## DHA FY18 Competitive Programs

The DHA Competitive Programs are another avenue of training opportunities which provides a diverse compilation of 40+ programs, which are part of the Competitive Development Program (CDP), the College or University Education Program (CEP) and the OSD Long Term Training Opportunities (LTT). These programs are selected for DHA to invest in high performing employees. These programs will allow the organization to capitalize on a return of investment through employee's improved performance and leadership.

GS employees who have one year of Federal Service are eligible to apply for these programs. Military personnel are eligible to apply for programs which are under two weeks in duration.

Except for the OSD- Funded Programs, funding for all programs must be provided by the organization.

Due to resources constraints, NCR MD would need to conduct an internal review of prospective applicants in order to best assess how many employees can be funded for the FY18 programs. Therefore, interested employees must submit their application no later than 5 MAY 2017.

DHA is conducting a series of 1-hour briefings to learn about the application process and information regarding competitive programs. These briefings are available in person or via Adobe connect. Dates of upcoming briefings are listed below. To sign up for a briefing, go to online Learning and Development Division Training Catalog and click on the "Competitive Programs link" to register:  
<https://lidd.adobeconnect.com/admin/show-event-catalog>.

DATE	TIME	LOCATION
March 30, 2017	1:00 - 2:00 p.m. (ET)	DHHQ3M165
April 05, 2017	10:30 -11:30 a.m. (ET)	DHHQ 1SW119
April 13, 2017	1:00 - 2:00 p.m. (ET)	DHHQ3M165
April 17, 2017	10:30 -11:30 a.m. (ET)	DHHQ 3M165
May 04, 2017	1:00 - 2:00 p.m. (ET)	DHHQ 3M165
May 09, 2017	10:30 -11:30 a.m. (ET)	DHHQ3M165
May 16, 2017	1:00 - 2:00 p.m. (ET)	DHHQ 3M165

### DHA's New Awards Program

The new DHA Awards Program features new enhancements to recognize DHA's extraordinary workforce. Types of awards include:

- DHA Distinguished Civilian Service Award
- DHA Meritorious Civilian Service Award
- Federal Civilian Career Service Award
- Employee of the Quarter/Year
- Team Excellence Award
- DHA Outstanding Achievement Certificate
- On-the-Award (Supervisor's Cash Award)
- APEX Award
- Excellence in Leadership Award
- DHA Innovation Award
- Good Steward Award

### DHA's New Awards Program (continued)

- People's Choice Award Positive Spirit Award

These awards are available to qualifying employees in the National Capital Region Medical Directorate encompassing Walter Reed National Military Medical Center, Fort Belvoir Community Hospital, the Joint Pathology Center and their subordinate clinics. For more information regarding DHA's new awards program, contact:

Ms. Lisa Wilson at email address: [lisa.s.wilson.civ@mail.mil](mailto:lisa.s.wilson.civ@mail.mil) or telephone number (301) 319-8510 for assistance.