Annual Appraisal Tip Sheet for 2019

Listed below are some items of importance before completing the Approvals and Acknowledgements on 2019 Annual Appraisals. Any questions or issues should be brought to your Command Super User. IF Command Super Users need help, they need to contact their DPMAP Command POC.

1. **Minimum Period of Performance**: The minimum period of performance under DPMAP is 90 calendar days under an approved plan.
   a. Make sure the employee has performed for at least 90 calendar days from the **Approval Date** made by the HLR on the plan, not from the Appraisal Period Start Date of the plan.
   b. The approval date needs to be checked before the RO begins the Approvals and Acknowledgements for the appraisal on the Step 4 tab.
      1) The Approval Date can be found on the RO’s MyPerformance Main Page or on the “Plan Details” tab under the “Plan” tab.
      2) **Do not** start an appraisal until after the Appraisal Period End Date since this represents the last day the employee performed under the plan.

2. **Appraisal Period Start, End, and Effective Dates**: ROs need to make sure the Appraisal Period Start Date, End Date, and Effective Dates are correct before they complete the Approvals and Acknowledgements tab of the Annual Appraisal.
   a. The **Appraisal Period Start Date** should be:
      1) **The date your organization transitioned to DPMAP**, if it was after 1 Apr 2018. **OR**
      2) **The normal appraisal start date of 1 Apr 2018** if the employee was on board with your organization, and your organization transitioned to DPMAP prior to or on 1 Apr 2018. **OR**
      3) **Effective date of personnel action** bringing the employee to your organization if the employee joined your organization during 2018, but after the normal appraisal cycle start of 1 Apr 2018, or after your organization transitioned to DPMAP.
   b. The **Appraisal Period End Date** should be
      1) 31-Mar-2019 which is the end of the normal rating cycle. **OR**
      2) If an employee changes jobs, it should be the last working day the employee was in their former position. **OR**
      3) If the supervisor changes jobs, it should be the last working day the supervisor was in their former position. **OR**
      4) If the rating cycle was extended to give the employee 90 calendar days to perform from a modified and re-approved plan, the Appraisal Period End Date should be changed to be 90 days from date it was re-approved.
   a. The **Appraisal Effective Date** is 1-Jun-2019. This includes employees’ appraisals completed during the last 90 days (1Jan – 31 Mar). The only exceptions are:
      1) If an employee was performing at less than an acceptable level and their appraisal cycle is extended after 1 June to allow the employee to complete their PIP.
      2) If the appraisal must be made effective before or after 1 June 2019 to approve or withhold a Within Grade Increase.
      3) **DO NOT** CHANGE THE EFFECTIVE DATE FROM 1-Jun-2019 for any other reason.
NOTE: Once the appraisal is in a "Pending Employee Acknowledgement" or "COMPLETE" status, these dates cannot be changed by the RO, Higher Level Reviewer (HLR), or Super User without submitting a ServiceNow ticket.

3. The Annual Appraisal process starts with either the RO or employee having possession of the employee’s plan. The employee or RO need to click on the “Annual Appraisal” tab at the top which creates the shell of the annual appraisal.
   a. **If the employee initiates the Annual Appraisal:**
      1) The employee’s next step is to populate the “Employee Input” block for each performance element with their significant accomplishments for the rating period if they choose on the Annual Appraisal tab, “Inputs and Ratings” sub-tab.
      2) Once this is finished, they would click the <Save and Continue> button at the bottom-right side of the page.
      3) Then the employee would transfer the appraisal to the RO by using the drop down menu in the upper right hand corner of the appraisal screen, and choosing “Transfer to Rating Official” option.
   b. **If the RO creates the Annual Appraisal:**
      1) The RO needs to have possession of the plan.
      2) The RO then “Updates” the employee’s plan on their MyPerformance Main Page.
      3) The RO clicks on the “Annual Appraisal” tab to create the appraisal.
      4) The RO should then transfer the appraisal to the employee to allow the employee an opportunity to provide their input for each element for the rating period if they choose.

4. Once the Annual Appraisal has been created, the employee has input their comments, and the RO has the appraisal back, the RO inputs their narrative assessments and assigns ratings to each performance element.
   a. A rating of “1” stands for “UNACCEPTABLE” performance. Any rating of “1” on any performance element will result in an overall rating of “1 – UNACCEPTABLE” for the annual appraisal and must be justified.
   b. A rating of “3” stands for “FULLY SUCCESSFUL” performance and must include a narrative. The narrative will also be used to justify an award if the RO submits an award for the employee.
   c. A rating of “5” stands for “OUTSTANDING” performance and must include a narrative that justifies the rating. The narrative will also be used to justify an award if the RO submits an award for the employee.
   d. The MyPerformance Tool will calculate the “Average Score” automatically based on the performance element ratings.
   e. The MyPerformance tool will also calculate the “Rating of Record” or Overall Rating based on the following scores:
      1) 4.3 – 5.0: Outstanding, Rating of Record “5”
      2) 3.0 – 4.2: Fully Successful, Rating of Record “3”
      3) 2.9 or Lower: Unacceptable, Rating of Record “1” (Any element rated as “1”)

5. All appraisals require **HLR approval.** ROs **will not** be able to complete 2019 appraisals if they try to skip the first <Start> button on Step 1 of the Approvals and Acknowledgements tab. If they try to skip Step 1 they will encounter an error message that refers them back to completing this step.
6. The Annual Appraisal will be recorded in the DCPDS database once the RO documents the communication of the appraisal to the employee in the MyPerformance Tool. The final DD Form 2906 will be produced and the appraisal will show in a “COMPLETE” status only after the employee acknowledges the appraisal in the tool, or the RO acknowledges the appraisal on the employee's behalf in the tool.

7. The appraisal is not effective until 01-Jun-2019. Performance based awards cannot be completed until 01-Jun-2019 or after. This also applies to submitting awards through the AutoNoa website.

8. Once an annual appraisal is completed, it disappears from both the employee’s and RO’s MyPerformance Main Page, however, completed appraisals are always visible in the “Show Completed Plans/Appraisals” link at the bottom left hand corner of both the employee’s and RO’s MyPerformance Main Page. When the Super User looks up the employee’s appraisal it will show with a status of “COMPLETE”.

   a. The employee’s current supervisor will always be able to view their employee’s current and past appraisals.
   b. The employee will also be able to see their completed appraisals as they change jobs as long as they stay within an Agency under Department of Defense. Their completed appraisals will be available in their MyPerformance link from the MyBiz+ screen, under the “Completed Plans/Appraisals” link on their MyPerformance Main Page.