



**DEFENSE HEALTH AGENCY**  
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FALLS CHURCH, VIRGINIA 22042-5101

*DHA-Policy Memorandum 18-001*

MAF - 4 2018

**SUBJECT: Policy Memorandum for Defense Health Agency Staff - Civilian Defense Performance Management and Appraisal Program (DPMAP) for Fiscal Year 2018**

The Defense Health Agency (DHA) Policy Memorandum 18-001, (hereinafter referred to as "Attachment") based on the authority of DoD Directive 5136.01 and DoD Directive 5136.13, and in accordance with the guidance of DHA Procedural Instruction 5025.01, DoD Instruction 1400.25-M, Volume 431, DoD Instruction 1400.25-M, Volume 451, and the DHA Strategy Map establishes the DHA's procedures to reissue, cancel, and update TRICARE Management Activity Administration Instruction Number 30, "TRICARE Management Activity Performance Appraisal Program for General Schedule, Federal Wage System, and Certain Other Employees," dated June 21, 2012, to set forth the authority, criteria, and responsibilities for administering the Civilian Personnel Management System, Defense Performance Management and Appraisal Program (DPMAP), for DHA's employees.

The Attachment applies to civilian and military supervisors of civilian employees (General Schedule and Federal Wage System employees), to include National Capital Region Medical Directorate activities (e. g., centers, clinics, and Medical Treatment Facilities). The Attachment does not apply to individuals serving in positions under a temporary appointment for less than 1 year. The Attachment is effective immediately; it must be incorporated into a DHA-Administrative Instruction and will expire effective 12 months from the date of issue.

All procedures will be executed in accordance with DoD Instruction 1400.25-M, Volume 431. Performance plans should be established and approved within 30 days of the beginning of rating cycle or upon the employee entering on duty at DHA. Employee performance should be reviewed by supervisors at least once during the performance year with the date of review logged in the MyPerformance tool. When an employee moves positions or encounters a change in supervisor the performance plan should be reviewed and updated when necessary. Supervisors will evaluate employee performance by assessing performance against the elements and standards in the employee's approved performance plan and assigning a rating of record based on work performed during the appraisal cycle. A written rating of record must be provided at the end of the appraisal cycle for each employee who has been under an approved performance plan for 90 calendar days during the cycle. Performance appraisals shall be recorded in the MyPerformance tool by June 1, 2018 and will serve as the basis for performance awards. If a supervisor or employee does not have a computer to access the MyPerformance tool, they must use the PDF fillable DD Form 2906 (<https://info.health.mil/cos/admin/hr/SiteAssets/DPMAP/dd2906.pdf>) to document the performance plan, progress review(s), and rating of record.

For recognizing and rewarding performance, refer to DoD Instruction 1400.25-M, Volume 431, Section 3.6, and DoD Instruction 1400.25-M, Volume 451 and DHA's 2018 Performance and Incentive Awards Guidance policy memorandum.



R.C. BONO  
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Director

Attachment:  
Defense Performance Management and Appraisal Program (DPMAP) Instructions for Fiscal Year 2018