



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Temporary Exception – Department of Defense Performance Management and Appraisal Program

AUDIENCE: Appropriated Fund Personnel

ACTION: Disseminate to Department of Defense (DoD) Performance Management and Appraisal Program Human Resources (HR) Practitioners

REFERENCES:

- a. Under Secretary of Defense for Personnel and Readiness memorandum, “Temporary Exception – Department of Defense Performance Management and Appraisal Program,” dated April 29, 2020 (attached)
- b. DoD Instruction 1400.25 Volume 431 DoD Civilian Personnel Management System: Performance Management and Appraisal Program February 4, 2016 (Change 1, July 11, 2019),
https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/140025_vol431.pdf?ver=2019-07-11-143819-713

BACKGROUND/INTENT: Reference (a) temporarily extends the specified processing timelines prescribed by Section 3 of reference (b). DoD Components may elect to extend the effective date of the performance appraisal for their respective eligible populations as outlined in reference (a). DoD Components should consult with their HR service providers prior to selecting an effective date. Consideration should be given to the linkage of the rating of record to other personnel actions (e.g. performance based awards, Reduction in Force procedures, etc.) when determining to extend the appraisal effective date.

DoD Components and academic institutions should provide their selected appraisal effective date to the DCPAS Labor and Employee Relations mailbox at: dodhra.mc-alex.dcpas.mbx.hrops-lerd-perf-mgmt@mail.mil, no later than May 15, 2020, so appropriate Defense Civilian Personnel Data System updates may be made. Components are encouraged to communicate any changes to effective dates to all Rating Officials and Higher Level Reviewers.

POINT OF CONTACT: Ms. Amber Goodman, Labor and Employee Relations,
Amber.d.Goodman.civ@mail.mil.

Attachments:
As stated

www.dcpas.osd.mil

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PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
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APR 29 2020

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF
DEFENSE
SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEF OF THE NATIONAL GUARD BUREAU
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF OPERATIONAL TEST AND EVALUATION
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF
DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
DIRECTOR OF NET ASSESSMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Temporary Exception - Department of Defense Performance Management and Appraisal Program

Employee performance plans and timely ratings of record are essential elements of performance management for employees. Nevertheless, circumstances related to the Department's response to coronavirus disease 2019 (COVID-19) may hinder the ability of supervisors to complete ratings of record and establish performance plans for the next rating cycle within the timelines prescribed by DoD Instruction (DoDI) 1400.25, Volume 431, "DoD Civilian Personnel Management System: Performance Management and Appraisal Program," February 4, 2016, incorporating Change 1, effective July 11, 2019.

As a temporary exception to policy, for employees whose performance appraisal cycle ends on or before June 30, 2020, and who have not already received a rating of record or acknowledged a performance plan for the next appraisal period, DoD Components may extend the processing timelines in Section 3 of DoDI 1400.25, Volume 431, as follows:

- All appraisals must be effective no later than August 1, 2020, except for academic institutions where appraisals must be effective no later than September 15, 2020;

- All employees must have an approved performance plan in place no later than 90 calendar days following the start of the next appraisal period; and
- The dates of an established performance appraisal cycle are not affected by this exception to policy.

Subject to any applicable labor relations obligations, these changes are effective immediately.

Should you have any questions, my point of contact for this matter is Ms. Amber Goodman, Human Resources Specialist, Labor and Employee Relations, whom you may reach at (571) 372-2021 or amber.d.goodman.civ@mail.mil.

A handwritten signature in black ink, appearing to read "Matthew P. Donovan". The signature is written in a cursive style with a large initial "M".

Matthew P. Donovan