

2020 DOD WORLDWIDE HUMAN RESOURCES TRAINING EVENT

FREQUENTLY ASKED QUESTIONS:

“DEFENSE CIVILIAN HUMAN RESOURCES MANAGEMENT SYSTEM— PERFORMANCE MANAGEMENT”

On 15-16 September 2020, the Office of the Deputy Assistant Secretary of Defense for Civilian Personnel Policy and Defense Civilian Personnel Advisory Service (DCPAS) hosted a 2-day virtual Worldwide Human Resources Training Event (WWHRTE). Attendees were provided an invaluable opportunity to hear from key leaders on efforts directly impacting DoD’s HR community. Attendees were encouraged to forward questions and comments related to the material presented.

Below are submitted questions and prepared responses for the Defense Civilian Human Resources Management System (DCHRMS) Performance Management presentation.

Q: For clarification, will DCHRMS replace DPMAP or will DPMAP be incorporated into DCHRMS?

A: DCHRMS PM is being configured for both DPMAP and DCIPS Performance Management systems. After all employees have migrated into DCHRMS the DCPDS/MyPerformance system will be sunset.

Q: If DPMAP appraisal information does not migrate over to DCHRMS, it will be a ton of work to obtain/calculate appraisal information in the case of a RIF.

A: All data required for records retention under 5 CFR 293 Subpart D, IAW DoDI 1400.25 v431 3.2.h., and data used to calculate a RIF, is being migrated into DCHRMS.

Q: Will the new Performance Management system include only GS and WG and exclude the alternate personnel systems, like Acq Demo and the Lab Demo systems?

A: DCHRMS PM is only currently configured for DPMAP and DCIPS Performance Management systems as these are the two systems maintained in DCPDS/MyPerformance. The SES, SL/ST, NAF, AcqDemo and STRL systems are not currently being migrated and will retain their current systems. However, these communities were part of the requirements definition process.

Q: Does a lack of employee input stop the appraisal process, where employee input is NOT required and the supervisor is still required to properly and thoroughly assess the employee's performance for the entire period? If the employee does not provide his/her performance input timely, can the supervisor take the action to close it out?

A: A lack of employee input does not stop the appraisal process. The supervisor may bypass the employee if the employee chooses not to provide input on their performance plan, progress review, performance appraisal, or refuses to provide acknowledgement.

Q: Will all services require 2 part approval (RO/HLR) of plans and appraisals?

A: No, the (RO/HLR) approval of performance plans and appraisals will be left to component discretion.

Q: Will the RO/HLR terminology be maintained?

A: Yes, to the greatest extent possible all terminology will be maintained.

Q: Will the HLR be able to provide written input?

A: Yes, to the greatest extent possible all current functionality will be maintained.



FAQ: DCHRMS PERFORMANCE MANAGEMENT, PAGE 2

Q: Did I understand that supervisors can search the system for samples of standards that would be appropriate for use from a library within their component?

A: Yes, DCHRMS PM system is being configured so supervisors and employees will be able to search the approved Elements and Standards Library.

Q: Will employees still initiate their performance plans within DPMAP?

A: Yes, employees will still be able to initiate their performance plans in DCHRMS PM. DCHRMS PM is being coordinated with PM specialists and, to the greatest extent possible, all current functionality will be maintained.

Q: Will military supervisors of civilians be given access to DCHRMS?

A: Military supervisors of DoD Civilians will be provided access to DCHRMS in order to complete Performance Management tasks.

Q: In the PM module, where is there an option to save to desktop each section (i.e. performance plan, performance review, journal, etc.)? For ER purposes, we do not have access to see the employee's PM module nor the supervisors PM module so we request that the supervisor save what's in the system and send it to us.

A: Components will be given the discretion to assign security roles and system access for ER Specialists.

Q: Is the IDP incorporated in DCHRMS or will this still be a manual process?

A: The IDP will continue to be a manual process as it is not being incorporated into DCHRMS at this time.

Q: Our CPACs do not have a role in DPMAP. You keep mentioning an HR Specialist role inside DPMAP..exactly what role would an HR Specialist now have inside DPMAP?

A: Components will be given the discretion to assign security roles and system access. DCHRMS PM is being coordinated with component level PM specialists and, to the greatest extent possible, all current functionality will be maintained. Personnel with no current role in DPMAP may anticipate continuing to have no role.

Q: Is the employee now required to submit a self-assessment?

A: No, employees covered by DPMAP are not required to provide input on their performance plan, progress review, performance appraisal, or to provide acknowledgement.

Q: Is there an awarding tool in DCHRMS Performance Management?

A: No, there is not currently an awarding tool in DCHRMS PM.

Q: Will the system allow for an annual to be completed without having a progress review/mid-term?

A: No, DCHRMS PM will not allow a Performance Appraisal to be completed without having a progress review.

Q: Will organization appraisal monitors have access to see status?

A: The reporting functions are still being configured by the Performance Management Working Group.

Q: Will DCHRMS allow for documenting progress reviews inside the Tool as a permanent 'record'?

A: The Progress Review is not a document for inclusion in the employee's eOPF or EPF as defined in 5 CFR 293.402. Employees are not given a performance narrative or performance element rating on progress reviews IAW DoDI 1400.25 v431 3.4.c.; however, the acknowledgement of the progress review will continue to be recorded on the DD 2906.



FAQ: DCHRMS PERFORMANCE MANAGEMENT, PAGE 3

Q: Will "Super User" and "Trusted Agent" features be available for PM in DCHRMS as in MyBiz/ MyPerformance? Is there any intent to expand DPMAP Super User capabilities in DCHRMS?

A: DCHRMS PM is being coordinated with component Performance Management specialists and, to the greatest extent possible, all current functionality will be maintained. The roles of Super Users and Trusted Agents will be available in DCHRMS PM and these roles are expected to continue their functionality as currently experienced in the MyPerformance Tool.

Q: Will DCHRMS allow more "Super Users" and can Super User access be limited to the actual serviced population (UIC/Garrison) instead of the entire Command?

A: We anticipate an increased number of Super Users; however, the allocation of Super Users per Component has not been determined. Super User access will be determined by security role and the serviced population will be determined by AoR. The smallest level of AoR serviced population (i.e. Command, Garrison, etc.) has not been tested, however, we anticipate being able to limit AoR by agency code/subgroup.

Q: What reporting functions are available? Will reporting functions be within DCHRMS or through an HR link?

A: The reporting functions are still being configured by the Performance Management Working Group; however, to the greatest extent possible, all current MyPerformance reporting functionality will be maintained. We anticipate reporting functions will include, at a minimum, excel data extractions of performance fields, dashboards, and manager views of employee task status as seen during the WWHRTE DCHRMS PM Walk-Thru.

Q: Will the NAF performance system be incorporated into this system? How have you included NAF in this initial planning process to make sure the cornerstone features of the system don't miss a significant aspect that is key to other performance plans since the initial build will dictate the general structure of the system?

A: While all DoD civilian person and position information will be migrated into DCHRMS, there are not currently any plans to migrate the NAF Performance Management into DCHRMS. Instead, NAF Performance Management will retain their current systems. Performance Management POCs from NAF, EPAT, STRL, and AcqDemo have been included in the DCHRMS Performance Management Working Group to ensure cornerstone features of DCHRMS don't "miss" significant aspects key to other Performance Plans.

Q: Will previously completed appraisals in the DCPDS DPMAP MyPerformance Tool transfer over or be available in DCHRMS? Where are past performance plans stored? Will supervisors and/or employees need to print or save their past DPMAP appraisals prior to DCHRMS transition since the appraisals will not flow over?

A: All data required for records retention under 5 CFR 293 Subpart D, and IAW 1400.25 v431 3.2.h., is being migrated into DCHRMS. The location of past performance documents, to include previous DD 2906's, is still being determined.

Q: Will changes to existing elements require all three parties to review/approve in the Tool?

A: Changes to existing approved performance elements will require acknowledgement from the employee, RO, and where required by Component policy, by the HLR.

Q: Will copies of the final appraisals flow to the employee's eOPF?

A: DCHRMS PM is being coordinated with component level PM specialists and, to the greatest extent possible, all current functionality will be maintained. The Performance Appraisal flow, to include into the eOPF/EPF, is still being configured. The contents and retention of the employee's performance files will be configured as required by 5 CFR 293 293 Subpart D.



FAQ: DCHRMS PERFORMANCE MANAGEMENT, PAGE 4

Q: Will the Performance Management function be transferred at the same time as the DCHRMS implementation?

A: Yes, DCHRMS and PM will have the same implementation date.

Q: Will the agency have access to employee appraisals for those who have transferred out either within the DOD or outside the DOD?

A: No, after the effective date of a transfer, the supervisor/agency will not have access to an employee's performance file.

Q: Occasionally an employee transfers to another agency prior to completion of their appraisal. Will a former supervisor have the capability to complete the employee's appraisal in DCHRMS after the effective date of the transfer?

A: No, after the effective date of a transfer the supervisor will not have the capability to view or edit an employee's performance file.

Q: Will the new performance system remove the progress review requirement? I did not see that in the screen shot as a tracking item.

A: DCHRMS PM will contain the progress review. Viewers did not see the progress review as the screen shots and associated tracking items were for the Performance Plan and the Performance Appraisal. The Progress Review will be included IAW DoDI 1400.25 v431 and the acknowledgement of the progress review will continue to be recorded on the DD 2906.

Q: Will the system code the plan if a plan/appraisal hasn't completed required steps at the time you're viewing? Basically if I as an RO or HLR go in to see my team, can I easily discern what plans are overdue for an action based on our rating cycle?

A: While the reporting functions are still being configured by the Performance Management Working Group, ROs and HLRs should expect to have the ability to easily discern what plans are overdue for an action.

Q: Will Rating Officials be able to do multiple employee narratives?

A: Supervisors will be able to complete multiple narrative statements on all of their employees. However, supervisors will not be able to complete narrative statements on multiple employees concurrently, as this would not allow for meaningful communication IAW DoDI 1400.25 v431.

Q: Will the HR staff have time to learn prior and provide training to employees? Will there be a demo system that HR Advisors will be able to use to demonstrate the Performance Management system to be used to train employees, rating officials, and higher level reviewers?

A: Train-the-Trainer training, to include system demonstrations, will be provided in time to provide training to supervisors and employees.

Q: Course DPMAP102 was removed from JKO. Where can we find this module to upload to our agency's internal portal absent access to LMS?

A: For the location and further information regarding the JKO course "DPMAP102" please contact jonathan.perez4.civ@mail.mil



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All WWHRTE presentation slides can be found on the WWHRTE milSuite site at <https://www.milsuite.mil/book/groups/wwhrte>. You will also find the video recording of this presentation as well.

Clarification or further questions related to this presentation can be directed to the following individual or mailbox:

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