



HUMAN RESOURCES OFFICE

MyPerformance Appraisal Program (MPAP)

WELCOME

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MyPerformance Appraisal Program (MPAP)

• AGENDA

- What is MyPerformance Appraisal Program (MPAP)
- Changes from the Performance Appraisal Application (PAA)
- What Stays the Same
- Preparing for the Change Over
- Impact on Awards
- Important Dates
- Additional Resources
- Questions



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MyPerformance Appraisal Program (MPAP)

- **WHAT IS THE MYPERFORMANCE APPRAISAL PROGRAM (MPAP)?**

- MPAP is the new performance management system being implemented to all DoD Components, effective 01 April 2017
- MPAP replaces the existing Performance Appraisal Application (PAA) currently in use by the National Guard
- The PAA was used as the framework for the design of MPAP
- Implemented per Department of Defense (DoD) Instruction 1400.25, Volume 431



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- **WHAT IS CHANGING BETWEEN MPAP & PAA?**
 - New appraisal dates
 - No weights assigned to the Performance Elements (aka critical elements) in the appraisal
 - Functionality in MPAP is essentially the same as in PAA, but certain functions are initiated in a slightly different manner
 - Performance discussions are now required
 - Minimum of three (3) are now required throughout the appraisal period
 - Supervisors will have supervisory Performance Elements that equal or exceed the number of non-supervisory (technical) performance elements.



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- **WHAT IS CHANGING BETWEEN MPAP & PAA? (Con't)**
 - Three (3) rating levels in MPAP versus five (5) in PAA
 - 5 – Outstanding; 3 – Meets Standards; 1 - Unacceptable
 - A rating of one (1) in any performance element will score the entire appraisal as unacceptable. Same as PAA
 - A score of 4.3 – 5 will give an appraisal score of 5; a score of 3 - 4.2 will give an appraisal score of 3
 - Only one (1) performance element (aka critical element) is required in MPAP, versus two (2) with the PAA
 - Appraisals will now transfer with the employee when moving to a position in another DoD Component, or to a position within the National Guard



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- **WHAT IS CHANGING BETWEEN MPAP & PAA? (Con't)**
 - The minimum appraisal period is 90 days (MPAP), versus 120 days (PAA)
 - Anytime a supervisor initiates/makes a change to an employee's appraisal, they will be prompted to acknowledge a "Supervisory Commitment Statement"
 - Appraisals are now generated on a DD Form 2906 in MPAP, versus NGB 430 in PAA
 - Technicians who are AUS for 5 years or more on a T10 or T32 AGR Tour are not required to have an appraisal completed. **was previously recommended due to a limitation in DCPDS**



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- **WHAT IS CHANGING BETWEEN MPAP & PAA? (Con't)**
 - Detailed Employees – Supervisor of Record is responsible for completing appraisal – must solicit input from detail supervisor for developing performance elements, conducting performance reviews and completing the rating of record (never clearly defined in PAA)



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- **WHAT STAYS THE SAME BETWEEN PAA & MPAP?**
 - Performance Elements should be written at the “Fully Successful” level
 - Performance Elements should be written using the SMART format
 - **Specific** – Goals are sufficiently detailed in describing what needs to be accomplished
 - **Measurable** – The accomplishment of the performance element is clear and can be quantified or substantiated using objective criteria
 - **Achievable** – Goals are realistic, yet challenging, and can be accomplished with the resources, personnel, and time available
 - **Relevant** – The critical element aligns with or links to organizational mission and success
 - **Timely** – Goals will completed within a realistic timeframe



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- **WHAT STAYS THE SAME BETWEEN PAA & MPAP?**
 - Steps in accomplishing the appraisal are essentially the same
 - The Rating Official (RO) and Higher Level Reviewer (HLR) are still assigned in the hierarchy in DCPDS
 - Any changes to the hierarchy can be requested to MSgt Randy Hendryx (CC: SMSgt James Miller)
 - Main MPAP screen appears to look and function the same as the main PAA screen
 - HRO will be able to assist in the same capacity in MPAP as with PAA in fixing certain issues with appraisals
 - Performance Improvement Plans (PIPs) still required for appraisals rates as unacceptable



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• PREPARING FOR THE CHANGE OVER

- Change end dates and effective dates for all current appraisals in PAA
- The end dates within each critical element of the appraisal in the PAA must be changed to match the appraisal dates.
- There will be no transferring of appraisals from PAA to MPAP
- Go to main appraisal status screen – click Show Completed Plans/Appraisals – enter employee name and FY – select NG Performance Plan from drop-down menu - save PDF to desktop
- Copy critical elements from PAA into a Microsoft Word or Notepad document prior to completing the annual appraisal for easy copy and paste transfer into MPAP



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- **IMPACT ON AWARDS**

- ***Awaiting official guidance from NGB-TN on awards for FY17***
- HRO is still accepting awards for FY16
- Paying for two (2) fiscal years worth of awards in one (1) fiscal year budget



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• IMPORTANT DATES

- Per DoDI 1400.25, Vol 431, all appraisals will use 01 April – 31 March as the appraisal period
- 01 June will be the effective date of the appraisal. Appraisals completed between 01 April and 31 May will have an effective date of 01 June.
- Current appraisals for FY17 in the PAA dated from 01 October 2016 thru 30 September 2017 will change to 01 October 2016 thru 31 March 2017, with an effective date of 01 April 2017



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- **IMPORTANT DATES (CON'T)**

- Appraisals initiated in the PAA for new employees who have not met the 120 day requirement for observation by 31 March 2017, will serve out the 120 appraisal period, be given an annual appraisal/score and then have a FY18 appraisal initiated in MPAP. (Example Below)
 - PAA/FY17 – s: 01 Feb 17 / e: 01 Jun 17 / ed: 02 Jun 17
 - MPAP/FY18 – s: 03 Jun 17 / e: 31 Mar 18 / ed: 01 Jun 18



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- **ADDITIONAL RESOURCES**

- DoD Instruction 1400.25, Volume 431
- Chief National Guard Bureau Manual 1404.31 (Currently in Draft)
- New Beginnings (aka MPAP) Resources
(<https://www.cpms.osd.mil/Subpage/NewBeginnings/ResourcesReferences/>)
- MPAP Toolkit, Guides, Tip Sheets & Checklists (CAC Access)
(<https://dodhrinfo.cpms.osd.mil/directorates/hrops/labor-and-employee-relations/performance-management/pages/pm-guides-tipsheets-checklists.aspx>)



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QUESTIONS