



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

IN REPLY REFER TO:

12451

MPR

21 MAR 2021

From: Commanding Officer

To: Distribution List

Subj: LETTER OF INSTRUCTION FOR THE PERFORMANCE AWARDS REVIEW BOARD UNDER  
THE DEFENSE PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP)

Ref: (a) Deputy Commandant M&RA ltr 12451 M&RA/MPC40 of 22 Feb 21  
(b) DoDI 1400.25 V431

Encl: (1) Rating Official Award Recommendation Form  
(2) Performance Awards Review Board "Ground Rules"  
(3) Performance Awards Review Board "Business Rules"  
(4) DPMAP PARB Non-Disclosure Agreement Form  
(5) Timeline

1. Situation. To promulgate guidance and instruction regarding the conduct of the Performance Awards Review Board (PARB) as an integral part of performance management for civilian employees.

2. Mission. To reward employees based on their contributions and accomplishments in support of the organizational goals and objectives.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. That civilian employees who are eligible for performance-based recognition are appropriately rewarded for their accomplishments per the references.

(2) Concept of Operations. All employees who receive a rating of record of at least Level 3, Fully Successful, are eligible for an award. Rating Officials (RO) will complete the Award Record Recommendation Form enclosure (1) by listing all rated employees on the form and will enter the Rating of Record, the Summary Rating, and whether or not an award is being recommended for each of their rated employees. The Higher Level Reviewer (HLR) will review and approve award recommendations by signing and forwarding enclosure (1) to the Civilian Manpower office no later than **23 April 2021**. PARBs will convene and record award decisions using the Performance Awards Review Tool (PART) provided by the Manpower Directorate. PARB result letters will be distributed via principal and special staff heads to RO's who will communicate results to their employees.

b. General Guidance

(1) To be meaningful to the recipient it is essential that annual performance rewards be awarded to employees who have exceeded performance objectives expectations, have undertaken all work activities beyond the level required, and demonstrated strength in all areas of professional competence in accordance with their grade level. Due diligence is paramount to avoid the perception that annual performance rewards are merely routine in nature and the expectation that it is a part of regular compensation.

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(2) Confidentiality of Nominations. Because an employee is not entitled to an award, and to preclude negative morale impact should the employee not receive an award, employees must not be informed that they are under consideration or have been nominated for a performance-based award.

c. Roles and Responsibilities. PARBs will meet during the period starting 17 May 2021 and ending 28 May 2021 to review the performance accomplishments of employees with a Rating Level of 3 & 5 and determine the reward levels. PARBs do not have the authority to change performance ratings and are limited to making performance based decisions in strict compliance with enclosures (2) and (3).

(1) PARB Chair. The Chair will:

(a) Prior to convening the PARB for the first time, forward a signed DPMAP Non-Disclosure Agreement, enclosure (4), for each member to the Civilian Manpower Officer.

(b) Appoint an odd number of PARB members consisting of 3 to 7 supervisors who are no more than two levels above the RO's in order to provide membership generally familiar with the work of employees being considered for awards.

(c) Ensure PARB is conducted in a manner consistent with fairness, appropriateness, and adherence to merit system principles per enclosures (2) and (3).

(2) PARB Members. All members will:

(a) Submit a signed DPMAP Non-Disclosure Agreement enclosure (4) to the PARB Chair prior to commencement of PARB meetings.

(b) Ensure awards are distributed fairly.

(c) Adhere to the merit system principles in making award decisions.

(3) PARB Administrator(s). PARB Administrator(s) will provide the following support to the PARB:

(a) Serve as the subject matter expert and operator of the Performance Awards Review Tool (PART).

(b) Input information into the PART to document PARB decisions.

(c) Pull PART progress reports as required and monitor the available amount of cash remaining to be awarded.

d. Coordinating Instructions

(1) Final PARB decisions will be recorded in the PART and submitted to the PARB Administrator (Civilian Manpower) no later than 28 May 2021.

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(2) Rating Officials must have completed a conversation with their employees concerning their rating of record and rating official narrative assessment no later than **1 June 2021**. At a minimum, the RO will communicate to the employee the overall contribution level and any award approved.

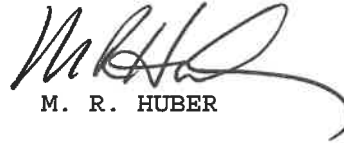
(3) Employees cannot grieve the determinations for an award, nor the type or amount of an award received.

(4) The timeline for completion of DPMAP requirements are outlined in the table via enclosure (5).

4. Command and Signal

a. Command. This Letter of Instruction (LOI) is applicable to all MCAS Cherry Point appropriated fund civilian employees.

b. Signal. This LOI is effective on the date signed.

  
M. R. HUBER

DISTRIBUTION: A

# Rating Official Award Recommendation Form

Rating Official:	
Higher Level Reviewer:	
Organization:	

EMPLOYEE NAME	PAY PLAN & GRADE	RATING OF RECORD  OS - Outstanding (4.3 - 5.0) FS - Fully Successful (3.0 - 4.2) UA - Unacceptable (2.9 or lower; any element rated as level 1)	SUMMARY RATING  (Score taken from Part E of appraisal form, e.g., 3.5, 4.7)	AWARD(S) RECOMMENDED* If time off, state number of hours	
				CASH	TIME OFF

PROVIDE ANY ADDITIONAL INFORMATION YOU WISH THE PARB TO CONSIDER:

Rating Official signature:		Date:	
Higher Level Reviewer signature:		Date:	

Time off awards may be given in addition to, or in lieu of, a cash award

ENCLOSURE (1)

## PERFORMANCE AWARDS REVIEW BOARD GROUND RULES

Purpose: To drive Consistency, Fairness, and Appropriateness

<u>PARB'S</u>	<u>Chair</u>
▪ Manpower*	Director, Manpower Directorate
▪ Operations	Director, Operations
▪ Facilities	Director, Facilities
▪ SES/Fire Dept	Director, SES
▪ TISD	Director, TISD
▪ MCCA	Director, MCCA
▪ Comptroller	Director, Comptroller
▪ Logistics	Director, Logistics Services Directorate
▪ Executive Officer	Directors/Deputies, COMMSTRAT, CP&L,

(\*Includes: Inspector, DSS, CHAP, MA, SJA, and H&HS)

- Ground Rules
  - All PARB members must sign the Non-Disclosure Agreement Enclosure (4) and return it to Civilian Manpower before convening the PARB.
  - PARB Chair responsible for management of the Board and approval of all board decisions
  - HLR officials should be members of the PARB reviewing the performance of their employees
  - HLRs may not participate in their own appraisal review; therefore, HLRs must exit the PARB meeting while their appraisal is being discussed
  - Members must be present at all times during Board meetings (except upon discussing their own appraisal)
  - No visitors/observers (prior approval PARB Chair)
  - Non-disclosure policy; discussions are confidential and cannot be disclosed outside the Board meeting
  - Confidential information must be protected
  - Materials must be safeguarded during breaks, lunch, overnight, etc.
  - Board members will brief reward recommendations.
  - Combination of monetary and time-off awards cannot exceed a total cash value equal to 5% of the employee's base pay.
  - Awards above the preceding 5% threshold will be forwarded to the CAB via the CAA for approval.

## PERFORMANCE AWARDS REVIEW BOARD BUSINESS RULES

Business Rules are as follows:

- o The PARB is authorized to make performance award determinations
- o Adherence to Merit System Principles (fair and equitable treatment, reward excellent performance)
- o Responsible for equity and consistency across employees
- o Board members brief employee performance, answer questions relative to performance assessments, and speak to accomplishments and contributions
- o PARB(s) may require that a RO appear to address questions
- o In case of non-availability of the RO the PARB may require the HLR before the PARB to answer questions will not be a valid reason for holding up the Board decision
- o PARB(s) will consider award amounts, recognition, and pay increases previously provided during the performance cycle when assigning award percentages
- o PARB (s) will calculate the reward recommendation averages and determine reward level associated with employee's overall performance using the recommended Award Matrix below (award percentage includes both base and locality salary)
- o PARB (s) will reward time-off awards starting at 8 hours up to a max of 40 hours (value of time-off award is determined by multiplying the employee's hourly rate times the number of hours rewarded {i.e.  $13.41 \times 8 \text{ hrs} = 107.28$ })
- o Achieve PARB consensus; if not possible, decisions based on simple majority vote
- o The PARB cannot change the Rating of Record
- o Awards will not be approved for employees who are no longer on the USMC rolls as of 31 March

▪ Award Matrix:

Average of Critical Element Reward Recommendation	Award Eligibility	Time Off Award
4.3 - 5.0 (Outstanding)	2.0% - 2.5%	0 - 40 hrs
3.0 - 4.2 (Fully Successful)	1.0% - 2.0%	0 - 30 hrs
2.9 & Lower (Unacceptable)	0%	0 hrs

▪ PARB Administrator (Civilian Manpower):

- o Assigned to the PARB
- o Document PARB award percentage decision for each employee in the PART Application Tool
- o Ensure employee notification letters are generated and provided to each directorate for distribution
- o Generate charts, summary statistics, and reports to summarize results

**DEFENSE PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM  
(DPMAP) NON-DISCLOSURE AGREEMENT**

As a PARB CHAIRPERSON, MEMBER, or ADMINISTRATOR, I participate in, or am privy to, decisions related to DPMAP awards. I understand that PARB deliberations (whether written or oral) are confidential, are for official use only (FOUO), and may include personally identifiable information protected by the Privacy Act.

The PARB process will include information and discussions relating to DPMAP rating of record and employee performance; funding determinations; and, recommended and final awards.

I agree not to disclose PARB information to persons other than a PARB Member, and, on an as needed basis, to the HRO DPMAP point of contact. I agree to coordinate any other disclosure of the PARB process with the PARB's servicing legal office prior to the releasing any information, including disclosures for official inquiries and investigations.

I understand that violation of this Non-disclosure Agreement may subject me to disciplinary action, discharge and/or to the civil and criminal penalties of the Privacy Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title/Organization

## **TIMELINE**

<b>Action/Event</b>	<b>Date</b>
End of appraisal period	31 March
Rating Official Award Recommendation Form submitted to the Civilian Manpower Officer	NLT 23 April
Performance appraisals reviewed, approved, and acknowledged by employee	NLT 30 April
Performance plans for next appraisal period established (i.e., approved by higher level review official and acknowledged by employee)	NLT 30 April
PARB completes award deliberations	NLT 28 May
Employees notified of award decisions	NLT 1 June

### **IMPORTANT NOTES:**

- An employee must have been under and approved performance plan for a minimum of 90 days before a rating of record may be completed.
- The appraisal period may be extended to meet this 90 day requirement as long as such extension does not interfere with the PARB process.
- An employee may not be rated on standards that have been modified in the last 90 days of the rating period.