

STEP #1 – Federal Employees **COMPLETE** the following:

1. Performance Management and Appraisal Training, “DoD Performance Management and Appraisal Program (DPMAP) 7 Module. Federal employees upon initial assignment to DPMAP covered positions; once every 5 years. Supervisors/Managers of DPMAP covered positions; upon initial assignment; once every 3 years thereafter.
2. The Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR) Training. Federal Employees complete within 90 days of initial appointment; once every 24 months thereafter. The No FEAR course is designed to provide federal civilian employees, supervisors/managers and military supervisors of civilian-employees initial and reoccurring training regarding Federal antidiscrimination, retaliation, and whistleblower rights/laws.

ARMY Learning Management System (ALMS) Training Link: <https://www.lms.army.mil>

Search Catalog > Add in the search menu “DPMAP Training – Army”

Mandatory Training >

- NO FEAR FOR NON-SUPV (EEO-203A)
- NO FEAR FOR SUPERVISORS (EEO-203B)

AIR Advanced Distributed Learning Service (ADLS) Training Link:

<https://golearn.adls.af.mil/login.aspx>

Course List > Selected Force Training > DoD (DPMA) 7 Module

Course List > Total Force Awareness Training (TFAT) > No Fear) Training

STEP #2 – Go to the HRO Public Website at <https://hr.ong.ohio.gov/technicians> > Select Performance Management and Awards > Link to DCPAS DPMAP Resources and Training > Scroll to the bottom until you see Training Videos. **WATCH** these Videos:

Video 1 – Performance Management Program Overview

Video 2 – My Performance Tool Main Page Overview

Video 3 – Employee – Create a Plan

Video 4 – Rating Official (Supervisor) – Create a Plan

Video 5 – Employee – Update and Acknowledge Your Plan

Video 6 – Rating Official – Editing and Approving the Plan

STEP #3 – **WATCH** these Videos:

Video 1 – Greatness by David Marquet (9:48):

https://www.youtube.com/watch?v=OqmdLcyES_Q

Video 2 – Planning Meeting (12:25):

<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson3PlanningMeeting.mp4>

Video 3 – Addressing Performance Issues: What do you do? Part 1 (1:07):
<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson5WhatWouldYouDoPart1.wmv>

Video 4 – Addressing Performance Issues: What do you do? Part 2 (1:03):
<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson5WhatWouldYouDoPart2.wmv>

Video 5 – Addressing Performance Issues: What do you do? Part 3 (1:23):
<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson5WhatWouldYouDoPart3.wmv>

Video 6 – Mid Year Review Gone Wrong (3:03):
<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson5MidYearReviewGoneWrong.wmv>

Video 7 – Mid Year Review Gone Right (2:23):
<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson5MidYearReviewGoneRight.wmv>

Video 8 – End of Year Appraisal Review (2:21):
<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson6EndofYearAppraisalReview.wmv>

Video 9 – Motivation by Dan Pink (18:36):
<https://www.youtube.com/watch?v=rrkrvAUbU9Y>

STEP #4 – **EMAIL** your **DPMAP and No FEAR CERTIFICATE** of Completion to HRO:
ng.oh.oharng.list.ngoh-j1-hro-training@mail.mil

Performance Element Standard (s) Examples:

Performance Element Title: Customer Service

Performance Element and Standard:

5 Outstanding. For 1 or more manners of performance: results were far superior in quality, quantity and/or impact to the stated objective to what was expected; overcame significant obstacles; demonstrated the highest standards of conduct; represented the organization effectively. 3 Fully Successful. Retrieves personnel records and data for staff and customers. Answers requests for information and redirects customers to HR specialists as needed. Interacts with customers in a courteous manner. 1 Unsatisfactory. Following counseling, fails in any of the fully successful manners of performance standards.

Performance Element Title: Budget Analysis

Performance Element and Standard:

5 Outstanding. For 1 or more manners of performance; results were far superior in quality and/or impact to the stated objective to what was expected; overcame significant obstacles; demonstrated the highest standards of conduct; represented the organization effectively. 3 Fully Successful. Reviews, evaluates, and analyzes obligations and expenditures. Adjust the obligation plan as needed. Ensures that funding levels are correct and AFP meets funding criteria as established by NGB. Corrects the monthly obligation plan as necessary. Meets with Comptroller personnel for quarterly unliquidated obligation review and reconciliation. 1 Unsatisfactory. Same as Marginal except fails in any of the fully successful manners of performance standards.