PDP Performance Management Cycle

1- BEGINNING OF RATING CYCLE

• Within 30 days of placement into position or beginning of rating cycle
• Employee/Supervisor discuss performance objectives and critical weights (Joint Effort)
• Employee/Rater/Senior Rater complete new Performance Objective Worksheet, USAMRMC Form 70, dtd April 2017, and initial counseling for period from YEAR 0701 to YEAR 0630 or the effective date of new employee to 30 JUNE
• Original is to be maintained by employee; Rater maintains copy and provides a copy to G-1/S-1

2 - MIDPOINT

• Midpoint counseling is due around January timeframe or midway from the effective start date. (email reminder will be sent)
• Provide completed copy of Performance Objective Worksheet, USAMRMC Form 70, dtd April 2017, with midpoint counseling annotated with ratee initials/rater initials and date to G-1/S-1
• No limit to the number of reviews that may occur
• Objectives and weights may be changed at any time during the rating period but not within 60 days of end of rating cycle (employee & rater MUST date/initial changes)

3 - END OF CYCLE

• End of the Annual Performance Rating Cycle - 30 June
• Rater requests list of employee accomplishments
• Employee provides list of accomplishments to rater
• Rater completes performance review - Do NOT discuss rating

4 - ANNUAL APPRAISAL

• Annual performance appraisals and evaluation feedback meetings completed
• Rater consults with Senior rater to determine Management's Numerical Rating. Rater completes Performance Appraisal with rating points assigned to each element, overall rating assigned, type of rating noted (e.g., annual). Rater may provide optional comment. Pay Pool Manager fills out Payout Information section.
• Senior rater signs/dates and may provide optional comments. Rater informs ratee of his/her appraisal during evaluation feedback meeting
• Important: Evaluation feedback meeting occurs AFTER Senior Rater has reviewed/signed appraisal

5 - COMPLETION

• Raters are to provide a hard copy of completed appraisals, USAMRMC FORM 71, April 2017 version, a copy of completed Performance Objective Worksheets, USAMRMC FORM 70, April 2017 to G-1/S-1
• Performance Rating Cycle starts over again