



MARINE CORPS BASE HAWAII POLICY STATEMENT ON PERFORMANCE MANAGEMENT



Marine Corps Base Hawaii is full of resources, but no resource is more important than our people. The Defense Performance Management Appraisal Program (DPMAP), is the performance management program for all appropriated fund employees and is an important system used to ensure the proper management of those employees. DPMAP focuses on creating a high performance environment, linking individual performance to Department of Defense (DoD) values and organizational mission, and enhanced collaboration and communication.

My expectation is for all managers, supervisors, and employees to effectively use DPMAP to develop the culture of Marine Corps Base Hawaii (MCBH) as an actively engaged and high performing organization that seeks to accomplish our mission and the greater DoD mission.



DoD Mission: Provide the military forces needed to deter war and to protect the security of our country.
DoD Core Values: Leadership, Professionalism, and Technical Knowledge.

MCBH Mission: Provide forward based, sustainable, and secure training and operational support, facilities, and services to enable Operations Forces to accomplish their mission. MCBH Lines of Effort: Produce Readiness, Promote Resiliency, and Project Power.

The key to MCBH's organization success is that it is a place where employees know what is expected, where there is a shared vision of what needs to be accomplished, and where timely performance feedback and recognition is regularly provided throughout the performance period.

I expect all Rating Officials to execute DPMAP requirements within established guidelines and timeframes. This means setting performance plans, holding mid-year progress reviews, assigning and communicating annual ratings each year, and closing out plans when employees/supervisors separate. Furthermore, Rating Officials are to consider employee input and use the SMART concept to develop performance elements and standards that are linked to organizational mission and goals.

- **Specific** – elements should describe what to accomplish
- **Measurable** – there should be some way to quantify accomplishments
- **Achievable** – task completion should be within the employee's control
- **Relevant** – elements should be related to your mission
- **Timely** – elements should identify realistic timeframes for completion

Every person at MCBH has a role to play in our people and should make performance management a priority. For further information contact our Human Resources Office or browse the Human Resources Office Performance Management portal for DPMAP resources:

<https://eis.usmc.mil/sites/mcbhhro/Performance%20Management/default.aspx>



S. C. KOUMPARAKIS
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COMMANDING OFFICER, MARINE CORPS BASE HAWAII

We Are MCBH &
We are ready today for the fight tonight