



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
950 JEFFERSON AVENUE  
FORT EUSTIS, VIRGINIA 23604-5700

ATBO-C

25 JUN 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Approval Authority for Army Policy on Requirement for a Higher Level Reviewer for the Department of the Army Civilian Employees Covered Under the Defense Performance Management and Appraisal Program

1. References:

a. Memorandum, ASA (M&RA), SAMR, 2 Jan 2018, subject: Revised Army Policy on Requirement for a Higher Level Reviewer for the Department of the Army Civilian Employees Covered Under the Defense Performance Management and Appraisal Program (Encl).

b. Memorandum, ASA (M&RA), SAMR, 9 May 2016, subject: Army Policy on Requirement for a Higher Level Reviewer for the Department of the Army Civilian Employees Covered Under the Defense Performance Management and Appraisal Program.

c. Department of Defense Instruction 1400.25, Volume 431, February 4, 2016, subject: DOD Civilian Personnel Management System: Performance Management and Appraisal Program.

d. Title 5, Code of Federal Regulations, Section 430.204.

2. Pursuant to reference 1a, I hereby delegate approval authority for exceptions for the use of both a rating official and a higher level reviewer (HLR) when it is necessary for a management official to serve in both roles to the following:

a. TRADOC Deputy Commanding General/Chief of Staff.

b. TRADOC Deputy Chief of Staff.

c. Major subordinate organization commanders.

d. Centers of Excellence commanders.

e. General officer-level commanders/directors of special activities who report directly to HQ TRADOC.

f. Commandant, U.S. Army Chaplain Center and School.

g. TRADOC Deputy Chiefs of General Staff.

3. The requirement and responsibility for the use of an HLR are not required by the Office of Personnel Management (OPM) for ratings except when an employee is rated

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Unacceptable (Level 1 rating). Reference 1c defines a "higher level reviewer" as a "senior-level management official, normally above the level of a "rating official."

4. In accordance with the discretionary authority provided under reference 1c, it is the Army's policy to use a HLR for approving all ratings (1, 3, and 5). Two-tier rating levels serve as an internal organizational review contributing to organizational rating consistency, and provide checks and balances for finalizing employee ratings. HLR officials are responsible for ensuring that (a) appropriate job performance standards are developed; and (b) the workforce is aware of the Department of Defense and Department of the Army core values, as well as the organization's mission statements and goals that apply to the employee's performance elements. Rating officials communicate the performance plan and the final rating to the employee after approval by HLR.

5. An exception to the policy for a two-tier rating chain is required if a management official, who could be both the HLR and the rating official, is the highest rating official in an organization or at a location. All requests for exceptions must be supported by sufficient rationale to justify the request.

6. Covered employees should be made aware of all rating officials involved in the planning and evaluating of their performance.

7. Oversight and accountability are key components of DPMAP; therefore, I direct that you provide an annual summary of exceptions granted throughout the rating cycle, specifically identifying exceptions by occupational title, series, and grade. The summary should be provided annually to Deputy Chief of Staff, G-1/4 not later than 1 June. Updated summaries are only necessary when significant organizational changes occur where rating chains are impacted.

8. This delegation is effective until superseded or rescinded. Upon change of command, all delegations are subject to review by the new commander who may choose to cancel or change this delegation.

9. Local labor relations obligations must be met prior to implementation.



PAUL E. FUNK II  
General, U.S. Army  
Commanding

Encl

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DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
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SAMR

JAN 02 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Revised Army Policy on Requirement for a Higher Level Reviewer for the Department of the Army Civilian Employees Covered Under the Defense Performance Management and Appraisal Program

1. References:

a. Memorandum, Assistant Secretary of the Army (Manpower and Reserve Affairs), dated 9 May 2016, subject: Army Policy on Requirement for a Higher Level Reviewer for the Department of the Army Civilian Employees Covered Under the Defense Performance Management Appraisal Program.

b. Department of Defense Instruction 1400.25, Volume 431, February 4, 2016, subject: DOD Civilian Personnel Management System: Performance Management and Appraisal Program.

c. Section 430.204, Title 5, Code of Federal Regulations.

2. This memorandum revises the Army policy at reference 1.a. that established a requirement for a two-tier rating chain for employees covered under the Defense Performance Management and Appraisal Program (DPMAP). Reference 1.a. assigned approval authority for exceptions to the Deputy Assistant Secretary of the Army (Civilian Personnel) (DASA-CP).

3. In order to provide flexibility in executing managerial responsibilities associated with DPMAP, I am revising the policy for approving exceptions for the use of both a Rating Official and a Higher Level Reviewer when it is necessary for an official to serve in both roles. The authority for exceptions is revised to designate Commanders/Heads of Army Commands, Army Service Component Commands, Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army as approval authorities, and grant them the authority to further delegate this authority to general officers or civilian equivalents. Heads of Direct Reporting Units that are not general officers or civilian equivalents must receive approval for exceptions from the Headquarters, Department of the Army organizations to which they report. This policy revision does not negate the requirement to identify and utilize both rating officials in an employee's rating chain.

End

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4. Oversight and accountability are key components of DPMAP, therefore I request that you provide an annual summary of exceptions granted throughout the rating cycle, specifically identifying exceptions by occupational title, series, and grade. The summary should be provided annually to the DASA-CP not later than 30 June. Updated summaries are only necessary when significant organizational changes occur where rating chains are impacted. The points of contact for additional guidance are Ms. Constance B. Ray, of my office, 703-695-5149, [constance.b.ray2.civ@mail.mil](mailto:constance.b.ray2.civ@mail.mil) and Ms. Bonnie W. Roberts, AG-1(CP), 703-806-3886, [bonnie.w.roberts.civ@mail.mil](mailto:bonnie.w.roberts.civ@mail.mil).

HOROHO.RAYMOND.  
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DN: c=US, o=U.S. Government, ou=DoD,  
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Date: 2018.01.02 12:20:42 -05'00'

Raymond T. Horoho  
Senior Official Performing the Duties of the  
Assistant Secretary of the Army  
(Manpower and Reserve Affairs)

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