



UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

SEP 1 2010

PERSONNEL AND
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
COMMANDERS OF THE COMBATANT COMMANDS
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Using the Executive Performance and Appraisal Tool for the Fiscal Year 2011
Executive and Senior Professional Performance Appraisal Cycle

The purpose of this memorandum is to announce the mandatory usage of the Executive Performance and Appraisal Tool (EPAT) for the Fiscal Year (FY) 2011 Performance Appraisal Cycle for members of the Senior Executive Service (SES) and Senior Professional (SP) workforce. All Components and Defense Agencies will be required to use EPAT for developing SES and SP performance plans, conducting annual appraisal and progress reviews, and administering pay pool deliberations beginning with the FY 2011 Performance Appraisal Cycle.

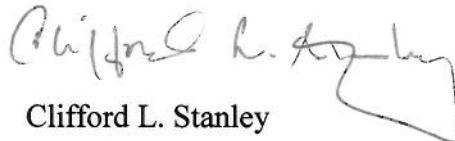
The EPAT is composed of four modules, which collectively automate the entire performance management and Pay for Performance processes. Three of the EPAT modules facilitate the execution of the three major activities in performance management: Performance Plan Creation, the Progress Review, and End of Year Appraisal. These modules were made available to each of the Components and Defense Agencies for use in the FY 2010 Performance Appraisal Cycle; however their use was not mandatory. The performance management functionality in EPAT is fully operational, and its use is mandatory beginning with the FY 2011 Performance Appraisal Cycle.

The fourth module addresses the Pay for Performance process and will enable the Components and Defense Agencies to establish Pay Pool funding levels and business rules, create multiple Pay Pools, and the Performance Review Board membership. In addition, this module will assist in the administration and computation of the Pay Pool and Performance Review Board processes, and allow for final approval of ratings, shares, and payout distributions by the Authorizing Official. Final testing is currently underway on the Pay for Performance compensation module; full functionality will be available by the end of the current performance appraisal cycle, and use of the compensation module will be mandatory at the end of the FY 2011 Performance Appraisal Cycle.

Given the continuous and active involvement of the Components and Defense Agencies throughout the development of EPAT, as well as the positive feedback received to date, I am confident that EPAT will be a welcome enhancement to the SES and SP Performance Management and Pay for Performance systems. To further support its usage, the Civilian Personnel Management Service conducted "Train the Trainer" sessions for the administrators at each Component and Defense Agency during August and will continue providing the sessions into September.

An EPAT Change Control Board (CCB) will be created to review, approve, and prioritize functional changes to the EPAT software. Each Component and Defense Agency will have a representative on the CCB. The CCB will ensure that EPAT continues to evolve in alignment with both the Department's and Component's organizational and executive performance goals. The Functional Requirements Working Group (FRWG) will handle these responsibilities until the CCB is established. A call for your nominations to the CCB will be issued in the near future.

I appreciate your support and leadership in ensuring the full utilization of EPAT for the FY 2011 Performance Appraisal Cycle. For questions regarding EPAT, please contact Ms. Erin Moore at (703) 696-1720 or erin.moore@cpms.osd.mil.


Clifford L. Stanley