



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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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
THE COMMANDERS OF THE COMBATANT COMMANDS
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DEPUTY UNDER SECRETARY OF THE ARMY

Subject: Executive Performance Assessment Tool (EPAT)

The Department of Defense (DoD) has developed an automated performance management tool for use by DoD's senior executive corps. This tool, the Executive Performance Assessment Tool (EPAT), will enable the Department to more easily satisfy the documentation and reporting requirements of 5 CFR 430.304, which requires agencies to develop and administer one or more performance management systems for its senior executives. EPAT is a modification, in part, of the Air Force automated performance management tool.

To ensure the enterprise perspective in the development of the EPAT, CPP created a functional and technical design team comprised of representatives from each of our Components. The team met weekly and sought input from Component leadership on decision points. To date, three modules have been developed and were made available to the directors of your senior leader management offices at each of the Components for testing. Thus far, we have received great reviews and excellent suggestions for improvement.



The three modules are:

- 1) Developing the Performance Plan
- 2) Self Assessment
- 3) End of Year Appraisal

These modules are being made available for use in developing performance plans for the coming performance period (FY2009-2010), however, this is not mandatory. In addition, there are two other modules under development dealing with pay out calculations. The target timeframe for the completion of these modules is December, 2009. We will keep you advised of the progress in this regard and will conduct a demonstration at a Defense Human Resource Board meeting once this version is ready.

For Components or Agencies that would like to perform additional testing on the tool before encouraging its use in the development of performance plans, a test site will be available for this purpose between October 1, 2009 and October 30, 2009. If you would like to participate in further testing, we request you designate a small number, 4-5, of a combination of Senior Executives and Senior Professionals to serve as testers. These individuals will be able to use the tool to develop a performance plan, complete a self-assessment, and/or rate an executive's performance depending upon their assigned roles. We would like to have all feedback from this effort by November 13, 2009. The EPAT working group will incorporate the findings of the additional testing, as appropriate, into the next scheduled release of the EPAT application.

Please have your testers contact Mary Lamary at mary.lamary@cpms.osd.mil or 703-696-4802 for login and password information.

Your input is essential as this tool becomes the enterprise solution for SES Performance Management, and we look forward to your participation. Please direct your questions and comments about the EPAT to Mary Lamary, at mary.lamary@cpms.osd.mil.



Gail H. McGinn

Deputy Under Secretary of Defense (Plans)
Performing the Duties of the
Under Secretary of Defense
(Personnel and Readiness)