



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

Canc frp: Mar 2026

NETCNOTE 12000
N1CP
11 Mar 2025

NETC NOTICE 12000

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND BUSINESS RULES FOR
1 APRIL 2025 - 31 MARCH 2026 PERFORMANCE CYCLE AWARDS

Ref: (a) DoD Instruction 1400.25 of 1 December 1996
(b) DON HR Guide No. 451-02, Guidance on Implementing
Awards of Sep 05
(c) DON OCHR Memo, Supervisory Performance Management
Critical Element of 3 Dec 10
(d) DoD Memo, Performance Appraisal Critical Element for
the Protection of Classified Information of 12 Jun 13
(e) DON OCHR Memo, Department of the Navy Guidance for
Implementation of Section 1097 of the National
Defense Authorization Act for Fiscal Year 2018
Performance Management of 20 Jun 19
(f) NETCSTAFFNOTE 12000 of 6 Mar 25

1. Purpose. To publish guidance for the implementation of the 1 April 2025 - 31 March 2026 Department of Defense (DoD) Performance Management and Appraisal Program (DPMAP) performance cycle process per references (a) through (f). The DPMAP guidance supports organizational effectiveness by ensuring that employees are recognized and rewarded for their individual accomplishments and contributions, in agreement with the requirements of volumes 431 and 451 of reference (a).

2. Background. Reference (a) establishes and implements policy, establishes procedures, provides guidelines and model programs, delegates authority, and assigns responsibilities as it pertains to the DoD Civilian Personnel Management System: DPMAP (Volume 431) and Awards (Volume 451). Reference (b) provides Department of the Navy (DON) procedures for establishing and implementing awards programs. Reference (c) provides the DON recommended language to include as a critical element in the performance plan of every manager and supervisor. Reference (d) sets forth a DoD requirement that all positions responsible for handling classified information must contain a critical element within their performance plan addressing this

requirement. Reference (e) implements the requirement of a mandatory supervisory performance standard for whistleblower protection. Reference (f) publishes the Naval Education and Training Command (NETC) Headquarters (HQ) business rules for the 1 April 2025 - 31 March 2026 performance appraisal cycle.

3. Commands are granted the flexibility to determine how to conduct the performance awards review board (PARB) process to include the development of business rules that best support organizational operations and mission requirements. NETC will continue to utilize reference (f) for evaluating and awarding performance for the 1 April 2025 - 31 March 2026 performance cycle for the HQ staff. The provisions of this instruction do not supersede requirements of the collective bargaining agreements.

4. Award Allocations. Guidance regarding award allocations and processes for the cycle ending 31 March 2026 is contingent upon the receipt of an authorization from the Office of Civilian Human Resources to execute fiscal year 2026 awards based on 1 April 2025 - 31 March 2026 performance. When considering the employee's compensation profile when making award decisions, the total value of the awards given to an employee must be commensurate with the value to the organization of the accomplishments recognized. This could result in the employee not receiving a performance-based award at the end of the performance cycle.

5. Action. Each commanding officer or director may adopt reference (f) with modifications as deemed necessary, or develop a DPMAP process for their activity not later than 1 July 2025. Regardless of the process, all activities will:

a. Adhere to the requirements identified in references (a) through (e).

b. Adhere to the funding requirements outlined in reference (f), enclosure (1), section 2.

c. Adhere to the performance plan requirements outlined in reference (f), enclosure (1), section 3. Two standardized supervisory critical elements are provided in appendix B of reference (f); however, commands may modify them as long as they

are in compliance with references (c) and (e). The whistleblower language required by reference (e) cannot be changed.

d. Consider the employees' compensation profile to ensure the total value of the awards given to an employee is commensurate with the value to the organization of the accomplishments recognized as outlined in reference (f), enclosure (1), section 6.

e. Adhere to the standard performance rating levels outlined in reference (f), enclosure (1), appendix A.

f. Publish their 1 April 2025 - 31 March 2026 DPMAP performance cycle process to employees within 30 calendar days after they are finalized.

g. Forward a copy of the activity's 1 April 2025 - 31 March 2026 DPMAP performance cycle guidance to NETC N1CP.

h. Provide supporting PARB results documentation to NETC HQ for review and approval upon the conclusion of the PARB process.

6. Records Management

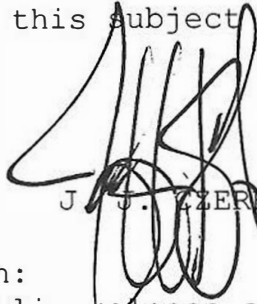
a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager.

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7. Cancellation Contingency. This notice is cancelled upon receipt of the next notice on this subject and for record purposes on 28 Feb 2026.



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Releasability and distribution:

This notice is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.