



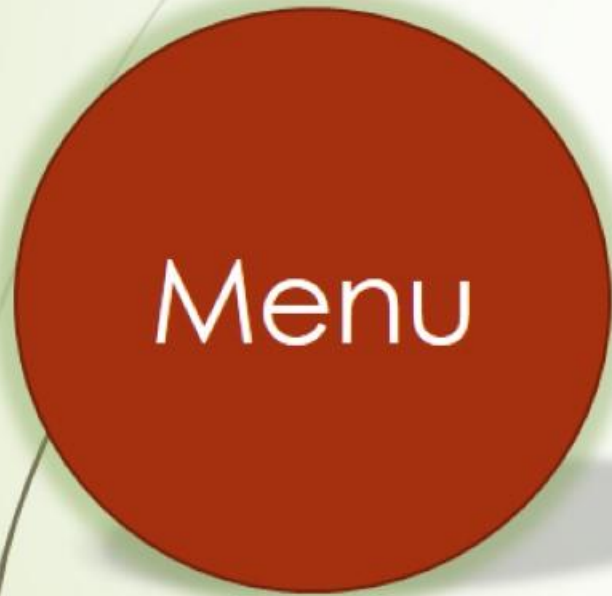
A complete guide  
for employees

# DPMAP





# What action would you like to complete?



Create a Plan



Create a Progress Review



Create an Annual Appraisal

# Beginning of Appraisal Cycle



- ▶ **Initiate a new performance plan**
- ▶ **Includes a maximum of ten performance elements and related performance standards**
- ▶ **Two approaches to creating a performance plan:**
  - ▶ Employee create the plan; or
  - ▶ Create the plan for your employee.



## News and Information

Last updated February 02, 2018  
13:00 CDT

The Department of Defense (DoD) civilian workforce holds a unique mission focused posture that can benefit the DoD Expeditionary Civilian Workforce (DoD-EC) program. The talent and experience that DoD civilians have to offer are representative of how our mission success is defined.

The added value for employees who volunteer to deploy include: professional development, opportunity to participate in a diverse workforce of DoD and coalition partners, financial incentives, and ultimately making a difference in the Department of Defense mission. DoD civilians interested in learning more about the DoD-EC may do so using the following link - <https://www.cpmis.osd.mil/expeditionary/home.html>.

Thank you for all of your feedback during the first year of MyBiz+! We appreciate the time and effort you took to let us know what was working for you and what needed improvement. Throughout the last year, and looking forward, we will continue to value your input to enhance MyBiz+.

## Component Help Desk Information

If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#).

## Smart Card Access

To access MyBiz+HR application, select **Smart Card Log In**.

**\*\*Important\*\*** If you received a new Smart Card with no changes to your information (i.e. Name or EID) select **Smart Card Log In**.

**Smart Card Log In**

**Register** your Smart Card for the **First Time**.

**Re-register** a newly-issued Smart Card (e.g., you had a Name Change).

**Convert** from a Non-Smart Card User to a Smart Card User.

## Non-Smart Card Access

To access MyBiz+HR application, select **Non-Smart Card Access Log In**.

**Non-Smart Card Access Log In**

**Register** as a Non-Smart Card User for the **First Time**.

**Reset** Password.

For access problems, select [Contact List](#) for your Agency's Help Desk.

# Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

**Authorities:** 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E.O. 9397.

**Principal Purposes:** To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to update personal information.

**Routine Uses:** None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

**Disclosure:** Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

Accept

- Go to <https://compo.dcpds.cpmis.osd.mil/> (MYBiz+)
- Use CAC card to log in.
- Select Certificate and click ok
- Click accept on the Privacy Statement

Welcome,

The information is current as of 16-Oct-2018

Home

★ Provide Feedback

## ☰ Key Services

[Manage Key Services](#) 

[MyPerformance](#)

[Request Employment Verification](#)

[Civilian Career Report](#)

[Update Contact Information](#)

[Update Professional Development](#)

[SF50 Personnel Actions](#)

## \$ Pay

Gross Pay:

Net Pay:

Pay Period End Date:

- Select My Performance
- Can be found under key services

## Employee

### MyPerformance Main Page

[Need Help?](#)

**Warning:** This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:






- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:


- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

#### Appraisals of Employee L NAME, F NAME

Records Displayed 10 |     

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
No results found									

**Create New Plan**  

--Choose a Plan Type--  
DoD Performance Management Appraisal Program  
Defense Civilian Intelligence Personnel System  
National Guard (Title 32)  
EOP Performance Management Appraisal Program

--Choose a Plan Type--  
DoD Performance Management Appraisal Program  
Defense Civilian Intelligence Personnel System  
National Guard (Title 32)  
EOP Performance Management Appraisal Program

Select the link to search for completed plans.

[▶ Show Completed Plans/Appraisals](#)

- Click the drop down menu under Create a New Plan
- Select DoD Performance Management Appraisal Program
- Click Go



## Create Performance Plan

[Cancel and Return to Main Page](#)

[Need Help?](#)

### Employee Information

Employee Name **Two, Employee**  
[Show Employee Details](#)

Click to details. Click again to hide the details

### Setup Details

\* Indicates required field

Click to go to step 1

[Build New Plan](#)

\* Appraisal Type **Annual Appraisal - DoD**

**TIP** The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Please review and change this date, if necessary.

* Appraisal Period Start Date	<input type="text" value="01-Apr-2016"/>	
* Appraisal Period End Date	<input type="text" value="31-Mar-2017"/>	
Appraisal Effective Date	<input type="text" value="01-Jun-2017"/>	
* Rating Official Name	<input type="text" value="Rater, The"/>	
* Higher Level Reviewer Name	<input type="text" value="Reviewer, Higher Level"/>	

Review to make sure correct Dates, RO and HLR

- Review for accuracy
- Make changes, if necessary
- Click Build a new plan

## Employee Information

Employee Name **Two, Employee**[Show Employee Details](#)

Available on every tab

-- Choose an Action --  
Change Rating Official or Higher Level Reviewer  
Transfer to Employee  
Track Progress  
Return to Main Page

This screen allows you to view and change the details of your employee's performance plan.

## Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

**TIP:** Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

For additional guidance, select **Need Help?**

* Appraisal Type	Annual Appraisal - DoD
* Appraisal Period Start Date	01-Apr-2016
* Appraisal Period End Date	31-Mar-2017
* Appraisal Effective Date	01-Jun-2017
Rating Official Name	Rater, The
Higher Level Reviewer	Reviewer, Higher Level

Performance Plan Approval Date  
Plan Last Modified Date  
Created By **Rater, The**

Save and Continue

- Review for accuracy
- Click Save and Continue
- Go to step 2: Mission Goals



Step 1: Plan Details

**Step 2: Mission Goals**

Step 3: Performance Elements and Standards

Step 4: Approvals and Acknowledgments

-- Choose an Action --



Go

### Employee Information

Employee Name **Two, Employee**

[Show Employee Details](#)

**DoD Core Values: Leadership, Professionalism, and Technical Knowledge through dedication to duty, integrity, ethics, honor, courage, and loyalty.**



This screen allows you to enter your employee's Component organizational values, mission statements, or goals which apply to their performance elements and standards.

#### Step 2: Mission Goals

- Enter your Component's organizational values, mission statement, or goals directly in the text box or copy and paste from another document.
- Select Save and Continue button at the bottom right corner to move to Step 3: Performance Elements and Standards.
- Select Save and Go Back button at the bottom right corner to go back to Step 1: Plan Details.

For additional guidance, select **Need Help?**

To provide accurate, relevant, and useable all-source intelligence and services to the Marine Corps, Operating Forces, and the Intelligence Community in support of the National Security strategy:

- Focus Our Mission and Enterprise Activities to enable MCIA to meet the Intelligence needs of our Customers
- Provide Analysis that is Preeminent and Supports Mission Accomplishment
- Align Resources and Develop Sustainment Plan to support MCIA 2013 and Beyond

(Limit to 1400 characters)

Spell Check

Counter

462

Mission goals go here

Save and Go Back

Save and Continue

- Enter Mission Goals in Text box
- Click Save and Continue
- Go to step 3: Performance Elements and Standards

Step 1: Plan Details Step 2: Mission Goals **Step 3: Performance Elements and Standards** Step 4: Approvals and Acknowledgements

- Choose an Action - Go

**Employee Information**

Employee Name **Two, Employee**  
[Show Employee Details](#)

This screen allows you to add or update a performance element and view approved performance elements for your employee. Performance elements should be written using the SMART criteria. Select [Need more information?](#) link to view the SMART criteria.

Step 3: Performance Elements and Standards

- Select Add Performance Element button to add a new performance element and standard(s)
- Select Update button under the Details Action column to update an unapproved performance element
- Select View button under Details Action column to view an approved performance element
- Select Delete icon under the Details Delete column to delete a performance element
- Select Save and Continue button at the bottom right corner to move to Step 4: Approvals and Acknowledgements
- Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals

For additional guidance, select [Need Help?](#)

Details	Number	Title	Status	Element Type	Action	Delete
No results found						

Save and Go Back Save and Continue

**Screen Shot 1**



Add Performance Element

**Add Performance Element and Standard(s)**

\* Indicates required field

Or

Save Save and Add Another Performance Element Go Back to Performance Elements

This screen allows you to add performance element and standard(s)

- Enter the Performance Element title and verify the Performance Element Start Date
- Enter your performance element and standard(s) in the text box or copy and paste from another document
- Select Save button at top right corner to periodically save your work
- Select Save and Add Another Performance Element button to save and add a new performance element and standard(s)
- Select Return to Performance Elements button to go back to Step 3: Performance Elements and Standards
  - if you select Return to Performance Elements button without saving, a warning message will display

For additional guidance, select [Need Help?](#)

Performance Element Number 1

\* Performance Element Title

\* Performance Element Start Date 01-Apr-2016 [\(example: 17-May-2016\)](#)

Performance Element Status Pending

Date Last Modified 01-Jun-2016

\* Performance Element Type Critical

Performance Element and Standard(s)

(max 1000 characters) Spell Check counter

**Screen Shot 2**

Add a element title

Change if necessary

Add element

- Screen shot 1-Click Add Performance element
- Screen Shot 2-Add Element title and one element
- Click Save or Save and add another Performance element
- Add another performance element or Go to step 4: Approvals and Acknowledgements

Step 1: Plan Details Step 2: Mission Goals **Step 3: Performance Elements and Standards** Step 4: Approvals and Acknowledgments

-- Choose an Action -- Go

#### Employee Information

Employee Name: **Two, Employee**  
▷ Show Employee Details

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#### Step 3: Performance Elements and Standards

- Select Add Performance Element button to add a new performance element and standard(s).
- Select Update button under the Details Action column to update an unapproved performance element.
- Select View button under Details Action column to view an approved performance element.
- Select Delete icon under the Details Delete column to delete a performance element.
- Select Save and Continue button at the bottom right corner to move to Step 4: Approvals and Acknowledgments.
- Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.

For additional guidance, select **Need Help?**

Add Performance Element

Show All Details | Hide All Details

Details	Number	Title	Status	Element Type	Action	Delete
▷	1	Performance Element 1	Pending	Critical	Update	
▷	2	Performance Element 2	Pending	Critical	Update	

Save and Go Back Save and Continue

- You can Add another performance element
- You can update the elements
- Or You can delete the elements
- Save and continue to Step 4: Approvals and Acknowledgments



-- Choose an Action --

**Employee Information**

Employee Name **Two, Employee**  
> Show Employee Details

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

**Step 4: Approvals and Acknowledgments**

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**



Show All Details | Hide All Details

Details	Tasks	Status	Action
>	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	<input type="button" value="Start"/>
>	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
>	Step 3: Rating Official - Document Communication to Employee	Not Started	<input type="button" value="Start"/>
>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

-- Choose an Action --  
Change Rating Official or Higher Level Reviewer  
**Transfer to Rating Official**  
Track Progress  
Return to Main Page

- Click Transfer to Rating Official
- Click Go



## Rating Official Notification to Employee - Two, Employee

Cancel

Transfer to rating official without E-mail Notification

OR

Transfer to rating official with E-mail Notification

### Message to Employee

This screen allows you to send a message to your employee regarding their performance plan/appraisal. The notification can be sent with or without an email message.

- To provide additional information to the employee, enter a message in the text box below Message to Employee and select Transfer to Employee with E-Mail Notification button at top right corner.
- If you choose not to send a message, select Transfer to Employee without E-mail Notification button. You will need to contact the employee directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

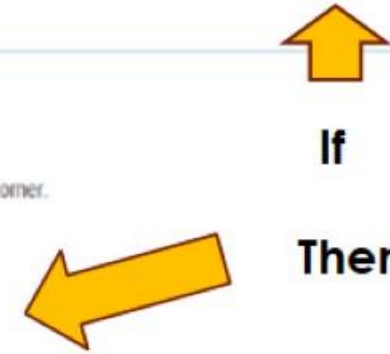
For additional guidance, select **Need Help?**

Please go to your Performance Management and Appraisal to view or update your performance plan.

**Enter the message to the Rating Official here.**

Spell Check

Notice: You are about to contact Two, Employee by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.



- Click either Transfer to Rating Official without Email Notification
- Or Click transfer to Rating Official with Email Notification

## Employee

### MyPerformance Main Page

[Need Help?](#)

**Warning:** This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

### Appraisals of

Create New Plan

--Choose a Plan Type--

Go

Records Displayed 10 |    

Employee Name <sup>△</sup>	Current Owner <sup>△</sup>	Rating Official Name <sup>△</sup>	Appraisal Year <sup>△</sup>	Appraisal ID <sup>△</sup>	Plan Approval Date <sup>△</sup>	Type <sup>△</sup>	Plan Status <sup>△</sup>	Current Status <sup>△</sup>	Action
Employee	Employee	Rating Official	2019	115523	15-Apr-18	DoD	Approved	Plan Approved	Update <sup>△</sup> Go

- The Rating Official reviewed plan will send it back for Acknowledgement
- Make sure under action you have the option to Update
- Click Go

### Employee Information

Employee Name

▶ Show Employee Details

This screen allows you to view approval information and status of your performance plan.

#### Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.
- Select the Acknowledge Receipt, if available.

For additional guidance, select **Need Help?**



Show All Details | Hide All Details

Details	Tasks	Status
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed
▶	Step 2: Higher Level Reviewer - Review (if required)	Completed
▶	Step 3: Rating Official - Document Communication to Employee	Completed
▶	Step 4: Employee - Acknowledgment	

**Acknowledge Receipt**

Cancel Save

**Save and Go Back**

- ▶ Click Acknowledge Receipt
- ▶ Click Save
- ▶ Only Click Save and Go Back if you need to go back to a previous step
- ▶ Click calendar to add date of Acknowledgement



# Create Progress Review

- ▶ Complete in the middle of the rating cycle
- ▶ Go to DCPDS link: <https://compo.dcpds.cpms.osd.mil/>
- ▶ Accept the DoD Notice and Consent Banner
- ▶ Select button 'Smart Card Log In'
- ▶ Select certificate
- ▶ Select HR Mybiz+ Tile
- ▶ Accept Privacy Statement
- ▶ Select My Performance link located under key services



## Employee

## MyPerformance Main Page

[Need Help?](#)

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To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type

- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

## Appraisals of

Create New Plan

--Choose a Plan Type--

Go

Records Displayed 10



Employee Name ^	Current Owner ^	Rating Official Name ^	Appraisal Year ^	Appraisal ID ^	Plan Approval Date ^	Type ^	Plan Status ^	Current Status ^	Action
Employee	Employee	Rating Official	2019	115523	15-Apr-18	DoD	Approved	Plan Approved	Update <input type="button" value="Go"/>

➤ Select 'Go' button

➤ If Update not an option your rating official must send back to you

### Employee Information

Employee Name Employee One

[Show Employee Details](#)

This screen allows you to view and change the details of your employee's performance plan.

#### Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

TIP: Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

For additional guidance, select [Need Help?](#)

Appraisal Type	Annual Appraisal - DoD	Performance Plan Approval Date	12-Jul-2018
* Appraisal Period Start Date	01-Jun-2018 <input type="text"/>	Plan Last Modified Date	12-Jul-2018
	<small>(dd-mm-yyyy)</small>	Created By	Rating Official One
* Appraisal Period End Date	21-Mar-2019 <input type="text"/>		
	<small>(dd-mm-yyyy)</small>		
* Appraisal Effective Date	01-Jun-2019 <input type="text"/>		
	<small>(dd-mm-yyyy)</small>		
Rating Official Name	Rating Official One		
Higher Level Reviewer	Higher Level Reviewer One		

Save and Continue

➤ Click Progress Review Tab

### Employee Information

Employee Name Employee One

[▶ Show Employee Details](#)

This screen allows you to create, update or view completed progress reviews. Progress Reviews are performance discussions that must be documented in the MyPerformance tool. Employees must have at least one documented progress review which typically occurs midway through the performance cycle.

- Select Create Progress Review button to create a progress review.
- Select Update button under Action column to update a progress review.
- Select View History button under Action column to view a completed progress review.

For additional guidance, select [Need Help?](#)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
No results found.									

**Create Progress Review**

- ▶ Click Create Progress Review
- ▶ Same screen to add Another Progress Review

## Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and

Progress Review Initiator Rating Official One

Progress Review Status Initiated

Progress Review Number 1

### Assessments

Approvals and Acknowledgments

This screen allows you to view your employee's performance elements and standards and input and enter your assessments.

- Select Radio button next to the performance element and standard(s) you want to view and enter assessments.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select Need Help?

#### Performance Elements

Order	Performance Element Title	Status	Performance Element Type
1	Training	Approved	Critical
2	Budget	Approved	Critical

#### Performance Element and Standard(s)

Provide training modules to employees for new programs within three weeks of deployment.

#### Employee Input

There is a 2,000 character limit in this text box. Input the Progress Review Information here. Spell Check functionality is available.

#### Rating Official Assessment

Rating Official Assessment goes into this block.

0/2000 characters

Spell Check Counter 80

Go to Next Performance Element

Click in Top of Page

- In Assessments tab type in your input for your Progress Review
- Click Go to Next Performance Element
- Type in your input for that Performance Element
- Repeat steps if more Performance Elements



## Progress Reviews Information area

[Go Back to Progress Reviews](#)

### Employee Information

Employee Name Employee One

[Show Employee Details](#)

### Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator Rating Official One

Progress Review Number 1

Progress Review Status Initiated

[Assessments](#) [Approvals and Acknowledgments](#)

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- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select Need Help?

### Performance Elements

Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1 Training	Approved	Critical
<input type="radio"/>	2	Approved	Critical

➤ Click Go Back to Progress Review

[Home](#)
[Progress Reviews](#)
[Annual Appraisal](#)
[Narrative Statements](#)
[View/Print Form](#)
[Manage Guest Participants](#)

-- Choose an Action --

### Employee Information

Employee Name: Employee One  
[Show Employee Details](#)

---

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- Select View History button under Action column to view a completed progress review.

For additional guidance, select [Need Help?](#)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Rating Official One	23-Aug-2010		Initiated				<input type="button" value="Update"/>	

-- Choose an Action --	<input type="button" value="Go"/> 
Change Rating Official or Higher Level Reviewer	
Transfer to Rating Official	
Track Progress Return to Main Page	

- Click transfer to Rating Official
- Click Go

## Rating Official Notification to Employee - Two, Employee

Cancel

Transfer to rating official without E-mail Notification

OR

Transfer to rating official with E-mail Notification

### Message to Employee

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- If you choose not to send a message, select Transfer to Employee without E-mail Notification button. You will need to contact the employee directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

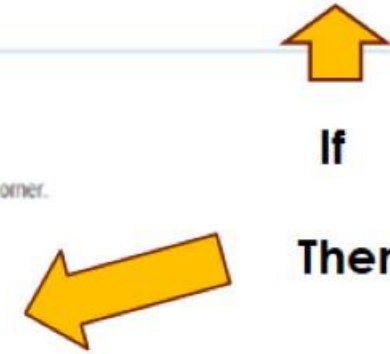
For additional guidance, select **Need Help?**

Please go to your Performance Management and Appraisal to view or update your performance plan.

**Enter the message to the Rating Official here.**

Spell Check

Notice: You are about to contact Two, Employee by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.



- Click either Transfer to Rating Official without Email Notification
- Or Click transfer to Rating Official with Email Notification

## Employee

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- Select an option from the Action column
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Important: To become familiar with the columns, select the 'Need Help?' link.

## Appraisals of

Create New Plan

--Choose a Plan Type--

Go

Records Displayed 10 |    

Employee Name <sup>△</sup>	Current Owner <sup>△</sup>	Rating Official Name <sup>△</sup>	Appraisal Year <sup>△</sup>	Appraisal ID <sup>△</sup>	Plan Approval Date <sup>△</sup>	Type <sup>△</sup>	Plan Status <sup>△</sup>	Current Status <sup>△</sup>	Action
Employee	Employee	Rating Official	2019	115523	15-Apr-18	DoD	Approved	Plan Approved	Update <input type="button" value="Go"/>

- The Rating Official reviewed Progress Review will send it back for Acknowledgement
- Make sure under action you have the option to Update
- Click Go



### Employee Information

Employee Name Employee One

[Show Employee Details](#)

This screen allows you to view and change the details of your employee's performance plan.

#### Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

TIP: Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

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* Appraisal Period Start Date	01-Jun-2018 <input type="text"/>	Plan Last Modified Date	12-Jul-2018
	<small>(dd-mm-yyyy)</small>	Created By	Rating Official One
* Appraisal Period End Date	21-Mar-2019 <input type="text"/>		
	<small>(dd-mm-yyyy)</small>		
* Appraisal Effective Date	01-Jun-2019 <input type="text"/>		
	<small>(dd-mm-yyyy)</small>		
Rating Official Name	Rating Official One		
Higher Level Reviewer	Higher Level Reviewer One		

Save and Continue

➤ Click Progress Review Tab

## Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and

Progress Review Initiator Rating Official One

Progress Review Status Initiated

Progress Review Number 1

Assessments

Approvals and Acknowledgments

This screen allows you to view your employee's performance elements and standards and input and enter your assessments.

- Select Radio button next to the performance element and standard(s) you want to view and enter assessments.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select **Need Help?**

### Performance Elements

Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1 Training	Approved	Critical
<input type="radio"/>	2 Budget	Approved	Critical

### Performance Element and Standard(s)

Provide training modules to employees for new programs within three weeks of deployment.

This screen allows you to view approval information and status of your performance plan.

#### Step 4: Approvals and Acknowledgments

- Select Show All Details text to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.
- Select the Acknowledge Receipt, if available.

For additional guidance, select **Need Help?**

Details	Tasks	Status
<input type="checkbox"/>	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed
<input type="checkbox"/>	Step 2: Higher Level Reviewer - Review (if required)	Completed
<input type="checkbox"/>	Step 3: Rating Official - Document Communication to Employee	
<input type="checkbox"/>	Step 4: Employee - Acknowledgment	

Acknowledge Receipt

Cancel

Save

Save and Go Back

- Click Approvals and Acknowledgments
- Click Acknowledge Receipt
- Click calendar to add date of Acknowledgement
- Click Save
- Only Click Save and Go Back if you need to go back to a previous step



# Annual Appraisal

- ▶ Complete at the end of the rating cycle
- ▶ Go to DCPDS link: <https://compo.dcpds.cpms.osd.mil/>
- ▶ Accept the DoD Notice and Consent Banner
- ▶ Select button 'Smart Card Log In'
- ▶ Select email certificate
- ▶ Select HR Mybiz+ Tile
- ▶ Accept Privacy Statement
- ▶ Select My Performance link located under key services

### Employee

## MyPerformance Main Page

[Need Help?](#)

**Warning:** This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created, and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

### Appraisals of LAST NAME, FIRST NAME

Create New Plan

--Choose a Plan Type--

Go

Records Displayed 10

Employee Name ^	Current Owner ^	Rating Official Name ^	Appraisal Year ^	Appraisal ID ^	Plan Approval Date ^	Type ^	Plan Status ^	Current Status ^	Action
LAST NAME, FIRST NAME	LAST NAME, FIRST NAME	RATING OFFICIAL NAME	2019	115654	25-Jul-2018	DoD	Approved	Plan Approved	Update <span style="border: 1px solid red; padding: 2px;">Go</span>

➡ Click Go



### Employee Information

Employee Name LAST NAME, FIRST NAME

Show Employee Details

This screen allows you to view and change the details of your performance plan/appraisal.

#### Step 1: Plan Details

- Verify the appraisal dates and rating official and higher level reviewer names are correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

TIP: Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

For additional guidance, select **Need Help?**

Appraisal Type	Annual Appraisal - DoD	Performance Plan Approval Date	25-Jul-2018
* Appraisal Period Start Date	13-May-2018 <small>(dd-mmm-yyyy)</small>	Plan Last Modified Date	16-Oct-2018
* Appraisal Period End Date	31-Mar-2019 <small>(dd-mmm-yyyy)</small>	Created By	LAST NAME, FIRST NAME
* Appraisal Effective Date	01-Jun-2019 <small>(dd-mmm-yyyy)</small>		
Rating Official Name	RO NAME		
Higher Level Reviewer	HLR NAME		

Save and Continue

➡ Click Annual Appraisal tab

### Employee Information

Employee Name LAST NAME, FIRST NAME

[▶ Show Employee Details](#)

A written rating of record must be provided at the end of the appraisal cycle for each employee who has been under an approved performance plan for 90 calendar days during the cycle.

This screen allows you to view your performance elements and standards and provide input.

- Select Radio button next to the performance element and standard(s) you want to view and enter input.
- Select Show My Journal link located below the Employee Input heading to refer to or copy and paste any information for your annual appraisal input.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Save and Continue button at bottom right corner to go to Approvals and Acknowledgments page.

For additional guidance, select **Need Help?**

### Performance Elements

Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/> 1	Third Party Representation	Approved	Critical
<input type="radio"/> 2	Expert Advice and Guidance	Approved	Critical
<input type="radio"/> 3	Labor-Management Negotiations	Approved	Critical

### Performance Element and Standard(s)

➡ Click Inputs and Ratings

## Employee Input

I developed one alternative process and presented my recommendations within the time frames established in the performance objective. I met the criteria of Successful level (3). In accomplishing this performance objective, I received minimal guidance, met the established timelines, and presented my information in the required format and with limited revisions from my rating official. My rating official indicated that the information and briefing was well received by those who attended my participation. By meeting this objective on time, I supported achieving our organization's goal 4.

**Inputs and  
Ratings Tab**



Employee added their input

## Rating Official Assessment

Employee received minimal guidance in her analysis of the problem and developed a briefing that fit the standard organizational format and required only minor editing revisions. A draft of the briefing was provided to her supervisor one month in advance of the end of the fiscal year and the briefing was delivered two weeks before the end of the fiscal year. Participants in the briefing commented on its usefulness.



Rater will add their input

(Limit to 2000 characters)

Spell Check Counter 417

Go to Next Performance Element

Go Back to Top of Page

Save and Continue



**Click when finished all  
elements**

- Add your input
- Click go to next performance element

### Employee Information

Employee Name LAST NAME, FIRST NAME

▶ Show Employee Details

A written rating of record must be provided at the end of the appraisal cycle for each employee who has been under an approved performance plan for 90 calendar days during the cycle.

This screen allows you to view your performance elements and standards and provide input.

- Select Radio button next to the performance element and standard(s) you want to view and enter input.
- Select Show My Journal link located below the Employee input heading to refer to or copy and paste any information for your annual appraisal input.
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- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Save and Continue button at bottom right corner to go to Approvals and Acknowledgments page.

For additional guidance, select [Need Help?](#)

### Performance Elements

Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1 Third Party Representation	Approved	Critical
<input type="radio"/>	2 Expert Advice and Guidance	Approved	Critical
<input type="radio"/>	3 Other Management Mandates	Approved	Critical

– Choose an Action –  
Change Rating Official or Higher Level Reviewer  
Transfer to Rating Official  
Track Progress  
Return to Main Page

Go

– Choose an Action –  
Change Rating Official or Higher Level Reviewer  
**Transfer to Rating Official**  
Track Progress  
Return to Main Page

Go

➤ After adding your input click transfer to rating official



## Employee

### MyPerformance Main Page

[Need Help?](#)

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- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

#### Appraisals of LAST NAME, FIRST NAME

Create New Plan

--Choose a Plan Type--

Go

Records Displayed 10

Employee Name ^	Current Owner ^	Rating Official Name ^	Appraisal Year ^	Appraisal ID ^	Plan Approval Date ^	Type ^	Plan Status ^	Current Status ^	Action
LAST NAME, FIRST NAME	LAST NAME, FIRST NAME	RATING OFFICIAL NAME	2019	115654	25-Jul-2018	DoD	Approved	Plan Approved	Update <input type="button" value="Go"/>

➤ After the rating official sends the appraisal back to you sign in and click go

### Employee Information

Employee Name LAST NAME, FIRST NAME

▶ Show Employee Details

This screen allows you to view approval and/or communication status of your annual appraisal and, if available, acknowledge receipt of annual appraisal.

- Select Show All Details link to see approval and/or communication information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▶ icon under Details column to see approval and/or communication information for each step and select ≡ icon to collapse step.
- Select Acknowledge Receipt button under Action column for Step 4, if available.
- Select Save and Go Back button at bottom right corner to go back to Assessments and Ratings page.

For additional guidance, select **Need Help?**

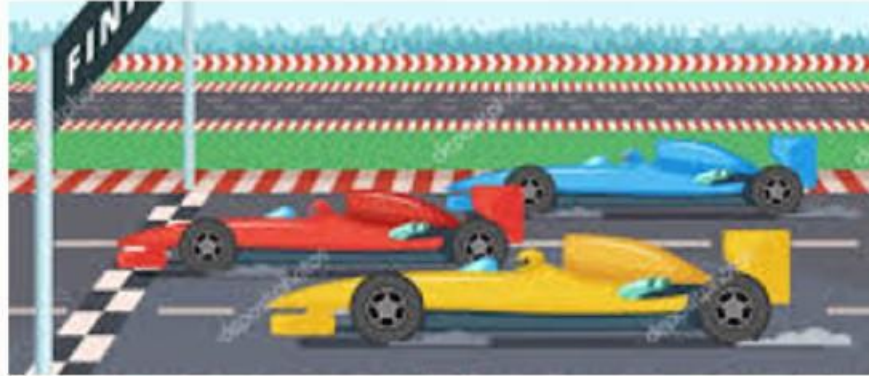


[Show All Details](#) | [Hide All Details](#)

Details	Tasks	
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	COMPLETED
▶	Step 2: Higher Level Reviewer - Review (if required)	COMPLETED
▶	Step 3: Rating Official - Document Communication to Employee	COMPLETED
▶	Step 4: Employee - Acknowledgment	ACKNOWLEDGE RECEIPT

Save and Go Back

- ▶ Click on Annual Appraisal
- ▶ Click Approvals and Acknowledgements
- ▶ Click Acknowledge Receipt
- ▶ Click Save
- ▶ Click calendar to add date of Acknowledgement
- ▶ Only Click Save and Go Back if you need to go back to a previous step



**YOU DID IT!**

Your performance appraisal is complete!



**Questions?**

