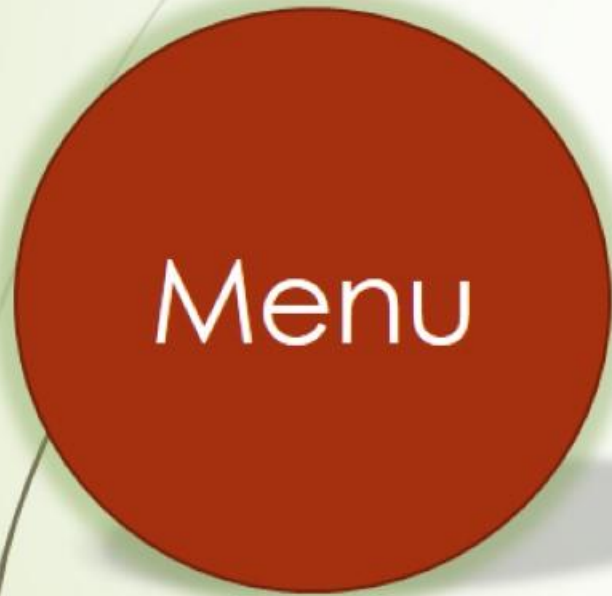A complete guide

for employees

DPMAP

What action would you like to complete?

Menu

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.

- Go to https://compo.dcpds.cpms.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 💬 TIP

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**

- 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   01-Apr-2016
* Appraisal Period End Date   31-Mar-2017
  Appraisal Effective Date   01-Jun-2017

Review to make sure correct Dates, RO and HLR

* Rating Official Name   Rater, The
* Higher Level Reviewer Name Reviewer, Higher Level

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

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

- **Enter Mission Goals in Text box**

- **Click Save and Continue**

- **Go to step 3: Performance Elements and Standards**

- ➥ 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

- 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 Acknowledgements

- Click Transfer to Rating Official
- Click Go

OR

Rating Official Notification to Employee - Two, Employee

Cancel | Transfer to rating official without E-mail Notification | Transfer to rating official with E-mail Notification

Message to Employee

If

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?**

Then

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

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

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

▶ 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

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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	Go

➡ **Select 'Go' button**

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

Click Progress Review Tab

- 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 an

Progress Review Initiator   Rating Official One   Progress Review Number   1
Progress Review Status   Initiated

Assessments   ovals 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.

(Limit to 2000 characters)
   Spell Check   Counter   63

Go to Next Performance Element   ck to 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**

■ **Click Go Back to Progress Review**

- Click transfer to Rating Official

- Click Go

OR

Rating Official Notification to Employee - Two, Employee

Cancel | Transfer to rating official without E-mail Notification | Transfer to rating official with E-mail Notification

Message to Employee

If

Then

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

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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	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**

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 an

Progress Review Initiator   Rating Official One   Progress Review Number   1
Progress Review Status   Initiated

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.

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	
▶ Step 4: Employee - Acknowledgment	

Acknowledge Receipt

Cancel   Save   Save and Go Back

- Click Approvals and Acknowledgements
- 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

Click Go

➤ **Click Annual Appraisal tab**

Inputs and Ratings   Approvals and Acknowledgments

-- Choose an Action --   Go

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
◉	1	Third Party Representation	Approved	Critical
○	2	Expert Advice and Guidance	Approved	Critical
○	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.

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**

After adding your input click transfer to rating official

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

Plan | Progress Reviews | **Annual Appraisal** | Narrative Statements | View/Print Form

Inputs and Ratings | **Approvals and Acknowledgments**

-- Choose an Action -- ▼ | 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**
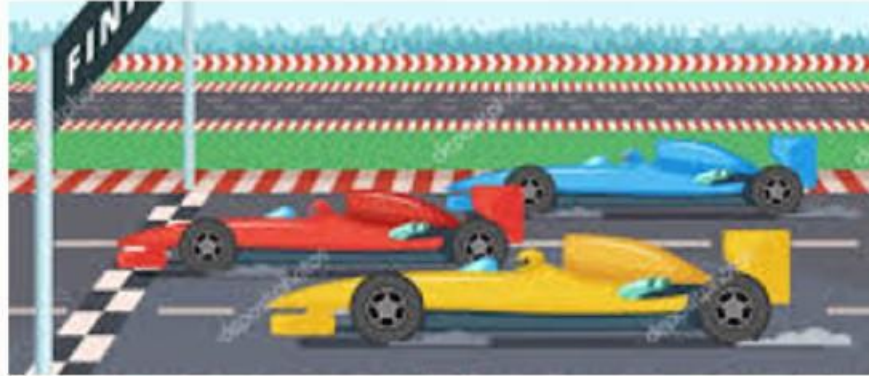
YOU DID IT!

Your performance appraisal is complete!

Questions?